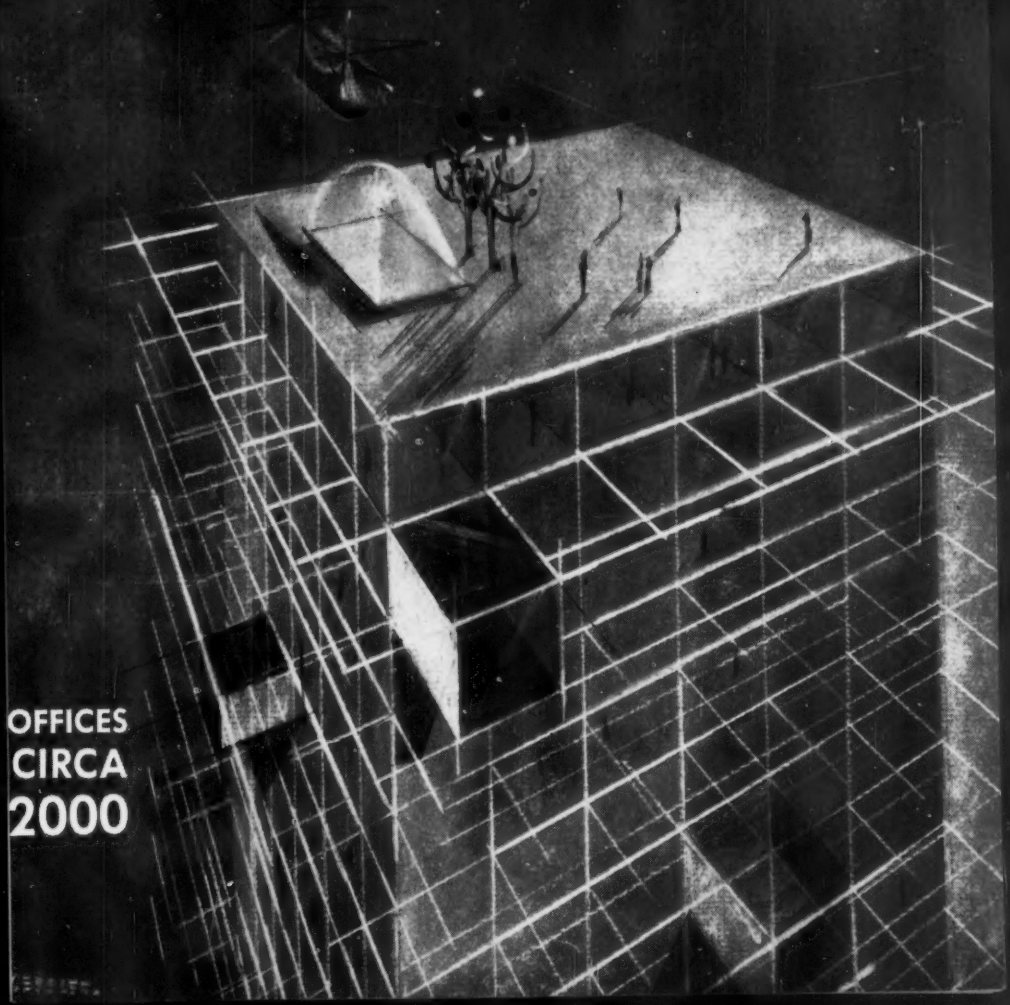
August 1960

The Office

Magazine of Management · Equipment · Methods



OFFICES CIRCA 2000

Now! Electric typing for every office

The new Smith-Corona Electra 12 costs less than *any* office typewriter, electric or manual! Designed and priced for every business, the sturdy Electra 12 is fast and easy to operate. Any typist can produce print-perfect results. And the compact Electra 12 is less than half the price of other electrics. Send for free trial now.

$179.50

Manufacturer's list price. Subject to change. F.E. Tax extra

SMITH-CORONA, 195 Almond St., Syracuse 1, N.Y.

☐ Send new 16-page "Guide to Increasing Office Efficiency" and more detailed information about new Electra 12.

☐ Arrange free trial of new Smith-Corona Electra 12 in my office.

Name_____

Firm_____

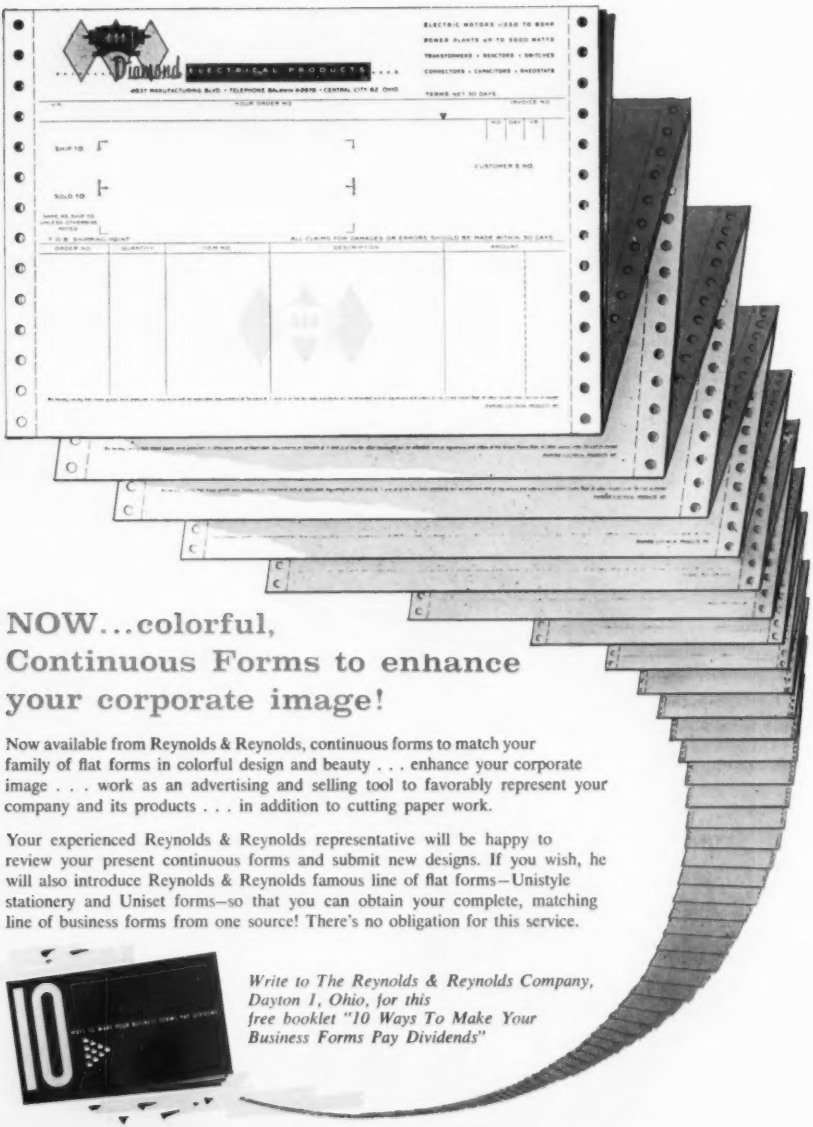
Address_____ Phone_____

City_____ State_____

SCM SMITH-CORONA
DIVISION OF SMITH-CORONA MARCHANT INC

For More Information Circle No. 247

For More Information Circle No. 242



NOW...colorful, Continuous Forms to enhance your corporate image!

Now available from Reynolds & Reynolds, continuous forms to match your family of flat forms in colorful design and beauty . . . enhance your corporate image . . . work as an advertising and selling tool to favorably represent your company and its products . . . in addition to cutting paper work.

Your experienced Reynolds & Reynolds representative will be happy to review your present continuous forms and submit new designs. If you wish, he will also introduce Reynolds & Reynolds famous line of flat forms—Unistyle stationery and Uniset forms—so that you can obtain your complete, matching line of business forms from one source! There's no obligation for this service.

Write to The Reynolds & Reynolds Company, Dayton 1, Ohio, for this free booklet "10 Ways To Make Your Business Forms Pay Dividends"

The Reynolds & Reynolds Company

DAYTON, OHIO • CELINA, OHIO • DALLAS, TEXAS • LOS ANGELES, CALIFORNIA

BUSINESS FORMS AND SYSTEMS SINCE 1866

Also manufacturers of Post-Rite Pegboard Accounting Systems

For More Information Circle No. 258

The Office
Magazine of Management · Equipment · Methods

AUGUST, 1960
VOL. 52, No. 2

Average Weekly Earnings and Hours in Work Week 14
Preliminary 1960 figures compiled by the Dept. of Labor's Bureau of Labor Statistics indicate that the trend is still upward but the percentage of increase is growing smaller.

Make Payroll Change Lists Faster 18
A change list for any size payroll can be made up in about three minutes by applying some simple rules of probability, whereas an exact change list on a large payroll may take an hour or more. R. G. MARTIN

How Trust in Employees Saved 26 Million Forms in a Year 69
A work simplification program proved to this company that it pays to trust people. Eliminating many control forms improved employee morale. Savings in operating costs were passed on to customers in lower prices, and annual profits increased.

New Methods of Commuting to Work 76
Reduced railroad commuting service, snarled highways and packed parking lots are forcing employees to seek new ways to get to work. The pool idea has spread to the use of planes and buses.

Offices Circa 2000 77
A vision of the future, based on what has happened in the past and what is happening today, by a man whose firm has planned many of the country's outstanding offices. LAWRENCE LERNER

Effective Organization Development 81
Concluding his series, the author summarizes the techniques used to control and direct the growth and development of a business organization HARRY L. WYLIE

Punched Card Mechanization of Materiel Data 100
If you are interested in pricing materiel transactions, developing statistics and saving personnel, the direct approach—while harder to sell—offers results that are well worth the effort. THOMAS J. KING

Auto Control for Philco 2000 103
Tape Code Converter 103
GE-225 Computer System 106
Tape and Card Code Converter 109
IBM 1401 Programer Course 109
Paper Tape Winder 110

THE OFFICE Product Index 9
New Books 31
Camera! 51
Automatic Systems 99
Right or Wrong in Employee Relations 117
New Products 124
Literature from the Manufacturers 171
News of the Office 178
News of the Industry 184
National Conference & Exhibit Calendar 197
As We See It 200

CIRCULATION OF THIS ISSUE 56,000

Girls!

...want to please that certain man*?

Men!

...want to make her** the perfect girl for you?

here's how...

and it's free, too!

Here's Avery's wonderfully helpful new booklet of tips on how to keep your filing system—current—up to date—and looking like it did the day it was installed and takes half the effort. Interested? Send for your copy today! *Extra dividends*, too—with samples of Avery pressure-sensitive file folder labels, correction tape, airmail labels and other time-saving office aids.

AVERY
adhesive labels
at your stationers

*The Boss—who else?
**Your secretary, of course!

25th Anniversary 1935-1960

AVERY LABEL COMPANY, DIV. 178
117 Liberty St., New York 6 • 608 So. Dearborn St., Chicago 5 • 1616 So. California Ave., Monrovia, California • Offices in Other Principal Cities.

Please send me a copy of the Filing Tips Booklet

Name _____
Company _____
Address _____
City _____ Zone _____ State _____

For More Information Circle No. 370

The Office®

Magazine of Management · Equipment · Methods

William Schulhof, *Publisher*

William R. Schulhof, *Editor*

James Gorman, *Managing Editor*

★

ADVERTISING OFFICES:

New York: Office Publications, Inc., 232 Madison Ave., New York 16, N.Y. LExington 2-2245

Illinois & Wisconsin: Fred E. Zindler, 20 N. Wacker Drive, Chicago 6, Illinois. ANdover 3-2668

Ohio, Indiana, Michigan: Phelps Pratt, Orwell (Ashtabula County), Ohio. Orwell 265

California: Douglas C. Lance, 562 Bellefontaine St., Pasadena, Calif. MUrray 2-1464

Direct inquiries from other areas to New York office.

★

Subscriptions: one year $5; two years $7 to U. S. & Possessions. Foreign: one year $6, two years $8. 50¢ a copy in the U. S., 75¢ a copy foreign. Back issues $1 each. When changing your mailing address, please give six weeks' notice and provide both your old and new addresses, as well as your title, company name and postal zone number.

★

THE OFFICE is published the first of every month by Office Publications, Inc., 232 Madison Ave., New York 16, N. Y. LExington 2-2245. Cables: Wilhof, New York. Accepted as controlled circulation publication at East Stroudsburg, Pa. Printed in U.S.A. ® Office Publications, Inc. Entire contents

© Copyright 1960, Office Publications, Inc. All Rights Reserved.
Founded 1935.

Also publishers of:

La OFICINA (Spanish language annual)

OFFICE EQUIPMENT EXPORTER (annual)

The CANADIAN OFFICE (published monthly in Canada)

Member of:

NBP National Business Publications, Inc.

Business Publications Audit of Circulation, Inc. BPA

New efficiency inside · New styling outside
New performance, too!

The Champion's exclusive Posi-Contact exposing process gives flat-bed copy quality with all the speed and convenience of a rotary copier. There's no dial adjustment for 96% of all copying. Costly paper waste vanishes. That's why Copease quality costs less. In-use tests prove that the Champion copies more economically than *any* other copier that copies everything.

SEND NOW FOR COMPLETE INFORMATION

"Copease Copies Everything"

Copease PHOTOCOPIER

COPEASE CORPORATION

COPEASE CORPORATION, Dept. O-8
425 Park Avenue, New York 22, N.Y.

☐ I want a *free* 3-day trial of the new Champion.
☐ Send *free* literature on the new Champion.

NAME.....
FIRM.....
STREET.....
CITY.....STATE.....

For More Information Circle No. 260

Bendix G-20

with organization chart design means unequalled performance for your data processing dollar

Today's sophisticated buyer of scientific and business data processing equipment knows that expandability, efficiency, and simplicity of operation must be considered right along with speed specifications. *The Bendix G-20, with "organization chart" design offers an optimum combination of* ALL *these features that you'll find in no other system . . . at any price!* To see why, compare the G-20 to an efficient business organization. The "boss" of the system is the Central Processor . . . a very fast digital computer. Unlike other data processors which must direct every operation, this boss delegates many of its responsibilities to highly skilled "line supervisors," called control buffers. These units direct input-output operations, data transfers and code translations—independently, but under program control. The Central Processor remains free to do the work that only it is qualified to do . . . high speed computing, as well as scheduling and directing the work flow in the proper order of importance.

This "organization chart" efficiency is what makes the G-20 system so fast and economical. It makes multiple, simultaneous operations completely practical, and with a minimum of equipment. The G-20's own management skill eliminates most operator decisions.

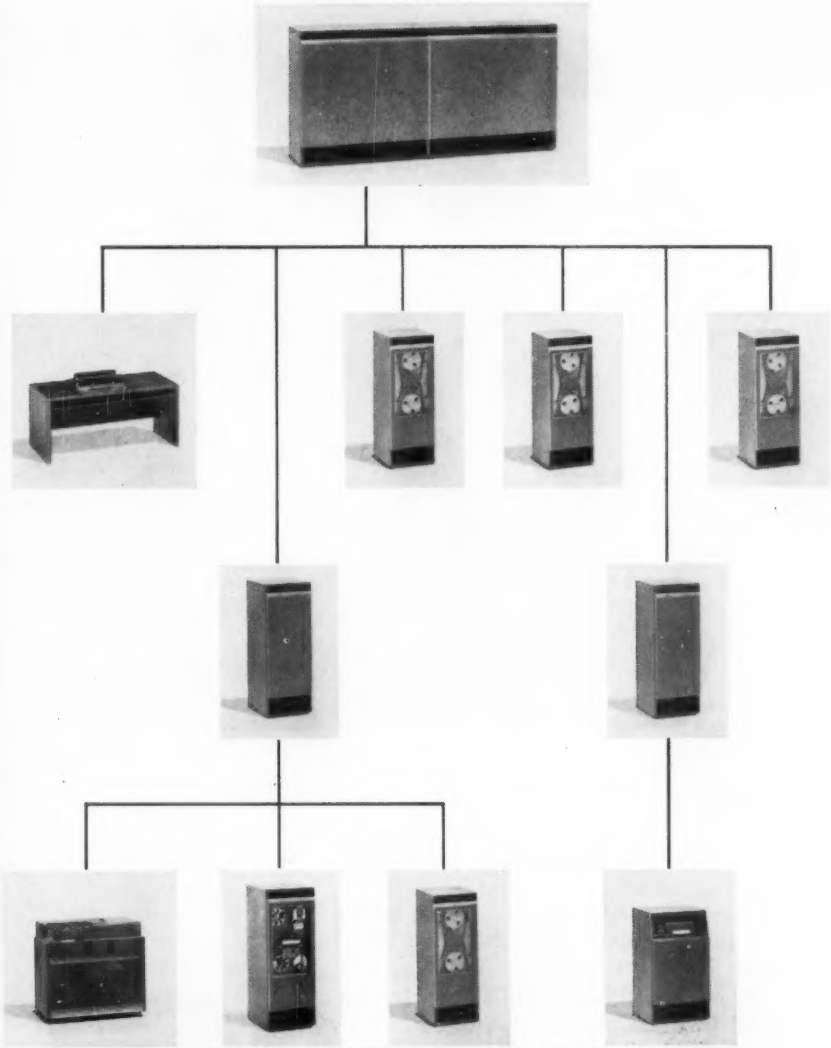
Truly modular, a G-20 system can vary in size from medium-scale to very large. Note carefully the specifications below. Check them against any other data processing system you wish . . . then compare price. You will see why we can state so confidently that *the Bendix G-20 offers unequalled performance for your data processing dollar. Write or wire for detailed descriptive literature.*

SPECIFICATIONS: **MEMORY**: Core, to 32,768 words in 4096 word modules. **EXECUTE +**: 7μs. avg., fixed point, one-word precision. 13 μs. avg., floating point, one-word precision. **EXECUTE ×**: 49 μs avg., fixed point, one-word precision. 49 μs. avg., floating point, one-word precision. **ARITHMETIC**: Built-in floating point, 12 decimal digit precision. **CIRCUITRY**: Solid-state; parallel; 2.5 kva. **PROGRAMMING**: Algebraic compiler or symbolic assembler. **INPUT/OUTPUT**: 165,000 character/second max., asynchronous. **MAGNETIC TAPE**: 120,000 decimal digit/second read-write. **LINE PRINTERS**: 600 lines per minute. **PUNCHED TAPE**: 500 or more character/second readers. 100 or more character/second punches. **PUNCHED CARDS**: Standard high-speed 80 column units. **CONTROL BUFFERS**: 1024 character memory for data and commands. Controls transmission on-line or off-line.

Bendix Computer Division
DEPT. T-26
LOS ANGELES 45, CALIF.

THE Bendix CORPORATION

For More Information Circle No. 345



ORGANIZATION OF A TYPICAL MEDIUM SCALE G-20 SYSTEM

"Say!

...we just finished a 52 hour collating job in 7½ hours."

Collating duplicated sheets into sets has been a tiresome, time wasting task in our office for as long as I can remember.

Now with our new Thomas Collator—what a difference! One girl, one collator, one hour . . . in what used to take all day and . . . no mad scramble to meet last minute deadlines.

Why not write the people at Thomas for complete information—or a free demonstration? If you're like my boss and me . . . you'll be glad you did.

Thomas Collators Inc.

100 Church St., Dept. B, N. Y., N. Y.

For More Information Circle No. 261

The Office PRODUCT INDEX

This index, prepared for your convenience, lists the products and services advertised in this issue. Refer to pages listed for information on each. Further details can be had by writing manufacturer direct, or by use of reader inquiry card.

All numbers below refer to PAGES. Reader inquiry card numbers are at the bottom of individual advertisements.

PRODUCT	PAGE
ACCOUNTING BOARDS	
Multi-Rite	165
ACCOUNTING MACHINES	
Monroe	98
National	68
ADDING MACHINES	
Add-O-Matic	63
Addo-x	41
Friden	20
Regna	45
Swift	182
Victor	91
ADHESIVES	
Kleen-Stik	190
ADDRESS LABELS	
Dupli-Quik	65
ADDRESSING EQUIPMENT	
Addressograph	114, 115
Lok-Tabs	182
Mail Aid	65
Quik Stripper Jr.	197
Scriptomatic	87
Speed-O-Print	46
Visiriter	193
BINDERS	
Accobind	169
Faultless	157
McBee	48, 49
BINDING, PLASTIC	
Plastico	113
BLUEPRINT FILES	
Confidential	26
Staktube	141
BOOKS	
Reproduction Manual	192
BRIEF CASES	
Sturdex	163
Tufide	37
BRISTOL, INDEX	
Mechano Form	160
CALCULATORS	
Diehl	66
Facit	30
Monro-Matic	47
Totalia	180
CAMERAS	
Escort	39
Kenro	60
Sharpshooter	134
CARBON COPY SETS	
Exlco	191
Letterex	194
CARBONLESS PAPERS	
Town-Fac	186
CASH REGISTER PARTS	
Cashere	193
CASH REGISTERS	
Regna	45
CASTERS	
Colson	166
CATALOG CASES	
Sturdex	163
CHAIRS	
Cole	147
Columbia	110
Goodform	116
CHECKWRITERS	
Nippo	182
CLEANING CLOTHS	
Scotch	43
CLOTHES RACKS	
Bevco	188
COFFEE BREAK TIMER	
Versatimer	110
COLLATORS	
Gatherette	179
Halverson	162
Thomas	8
COLUMNAR SHEETS	
Kraftbilt	31
COMPUTERS, ELECTRONIC	
Bendix	6, 7
CONTACT SCREENS	
Universal	155

PRODUCT	PAGE
CONTROL BOARDS	
Boardmaster	26
COPYHOLDERS	
Rite-Line	191
COPYING MACHINES	
Copease Champion	5
Copycat	145
Copyflex	159
Ektalith	119
Escort	39
Gevacopy	111
Kenro	60
Ozamatic	24
Photorapid	101
Photostat	175
Quick Silver	170
Sharpshooter	134
Thermo-Fax	95
Xerox	164
DATA PROCESSING, Automatic	
Acme Visible	107
Bendix	6, 7
Speediflo	34, 35
Teletype	28, 29
Therm-O-Seal	88
VPC	104
DESK TRAYS	
Kleradesk	162
DESKS	
Cole	147
Million Line	38
DICTATING MACHINES	
Coronet	173
Dictaphone	16, 17
StenOtape	153
Telefunken	32
DISPLAY EASELS	
MP	90
DRAPERY FABRICS	
Saranspun	196
DUPLICATING SUPPLIES	
Sure-Rite	193
Tempo	27
DUPLICATORS, OFFSET	
A. B. Dick	122, 123
Photostat	175
DUPLICATORS, SPIRIT	
Conqueror	105
Ditto	Inner Back Cover
DUPLICATORS, STENCIL	
Bohn Rex Rotary	132, 133
EASELS	
MP	90
ENVELOPE OPENERS	
MailOpener	154
ERASERS	
EraserStik	172
Graypoint	86
Ko-Rec-Type	191
EXPENSE ACCOUNT SYSTEM	
Traveletter	61
FILES	
Acme Visible	107
Atlas	144
Cole	147
Magazine	199
Map	26
Nylo-Glide	67
Paige	112
Pronto	156
RFI Dual Purpose	67
Spacefinder	23
Staktube	141
Wassell	142
FILING SUPPLIES	
Accobind	169
Amfile	194
Avery	4
File-A-Sist	162
OPI	44
Opnwindo	44
Smead	25
FLOOR MATS	
Kleermat	176
Maso	185
FOLDING MACHINES	
Fold-O-Matic	155
Pitney-Bowes	92, 93
FORMS	
International	189
Kraftbilt	31
Reynolds & Reynolds	2
Rogersnap	174
Speediflo	34, 35
Stevenson & Smith	176
Therm-O-Seal	88
FORMS HOLDERS	
Saunders	189
GRAPH-CHART PAPERS	
Codex	158
INSERTING MACHINES	
Pitney-Bowes	92, 93
INTERCOMS	
Ring-Master	62
LABEL HOLDERS	
OPI	44
LETTERHEAD ENGRAVING	
Dewberry	182
LUGGAGE	
Sturdex	163
Tufide	37
MACHINE CONTROL PANELS	
VPC	104
MACHINE TIMERS	
Engler	194
TRTJ	183
MAGNIFIER, ILLUMINATED	
Micro-Lite	168
MAIL CARTS	
Chesley	134
MAIL SCALES	
Pitney-Bowes	33
MARGINAL PUNCHED CARDS	
Stevenson & Smith	176

Gilbert TYPEWRITER PAPERS...

Now in Sparkling New Flip-Top Boxes... A new feature has been added to the popular Gilbert line of boxed typewriter papers. The familiar red and white box now has a flip-top opening that makes it so easy to take out only the paper required for immediate use. There are no crumpled edges, or prying with fingernails to remove the paper. Then too, with the lid closed the remaining paper is fully protected until used.

You'll find Gilbert cotton fibre papers better than ever, with the beautiful Hi-Fi white. All grades of Gilbert bond papers and onionskin papers are available in the new boxes: 8½ x 11, 500 sheets to the box. In addition, there is the 8½ x 11, 100-sheet box, as well as regular ream wrapped cut-stock, in a variety of sizes.

Ask your Gilbert Merchant, printing supplier, or stationer about the new Gilbert flip-top box or other cut-size Gilbert Papers.

GILBERT PAPER COMPANY
Menasha, Wisconsin

For More Information Circle No. 231

6 Timesaving Dispensers for "SCOTCH" BRAND Tapes

... each as helpful as an extra hand!

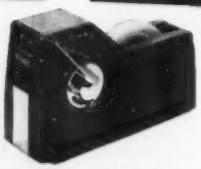
C-15 Decor Dispenser . . . Handsome weighted dispenser at low price. Choice of pink, yellow, coral, and surf green. Takes 1296″ rolls. $.98.

C-20 Desk Dispenser . . . Heavily weighted, all metal. Non-scratch base. Gray finish. Takes 1296″ rolls of tape up to ¾″ wide. $1.98.

M-73 Bracket Dispenser . . . Mounts on work table, cabinet counter or cart. Takes tape up to 1″ wide on 3″ core. $1.25.

C-23 Heavy Duty Dispenser . . . Weighted, all metal. For tapes up to 1″ wide on 3″ core. Gray finish. $3.95.

C-16 Manual Box Sealer . . . Seals boxes quickly, surely with 1½″ precut strip of tape. Uses up to ½″ tapes on 3″ core. Gray finish. $35.00.



M-92 Definite-length Dispenser . . . Great tapesaver. Delivers pre-determined length of tape with each stroke of lever. Takes tapes to 1″ wide on 3″ core. $17.75.

"SCOTCH" IS A REGISTERED TRADEMARK OF 3M CO., ST. PAUL 6, MINN.

MINNESOTA MINING AND MANUFACTURING COMPANY

3M COMPANY

. . . WHERE RESEARCH IS THE KEY TO TOMORROW

PRODUCT	PAGE
MICROFILM EQUIPMENT	
Filmsort	138, 139, 140
MOISTENERS	
Ideal	162
NUMBERING MACHINES	
Quick-Change	152
Roberts	90
OFFSET EQUIPMENT, SUPPLIES (Also see Duplicators, Offset)	
Atlas	144
Ektalith	119
Escort	39
Flip-Top	22
Gevacopy	111
Kenro	60
Mercury	108
Micro-Lite	168
NuArc	64
Photorapid	101
Program-Matic	146
Quick Silver	170
Sharpshooter	134
3M Plates	84, 85
Universal	155
Xerox	164
PAPER CUTTERS	
Homs	158
PAPER DRILLS	
Challenge	96
Spinnit	136
PAPER HANDLING COMPOUND	
Sortkwik	141
PAPER SHREDDERS	
Auto-Shred	195
Shredmaster	42
PAPERS, CARBONLESS	
Town-Fac	186
PAPERS, DUPLICATING	
Finch, Pruyn	133
Mackinac	36
Nekoosa	148, 149, 150, 151
Springhill	19
PAPERS, GRAPH	
Codex	158
PAPERS, LEDGER	
Mechano Form	160
Nekoosa	150
PAPERS, LETTERHEAD	
Atlantic Bond	97
Finch, Pruyn	133
Gilbert	11
Mackinac Bond	36
Nekoosa Bond	148, 149, 150, 151
Springhill Bond	19
PAPERS, ONIONSKIN	
Gilbert	11
Nekoosa	151
PAPERS, TRANSLUCENT	
Master-Lucent	151
Patapar	59
PENS, BALLPOINT	
Handi-Pen	162
Scotty	176
Super-Riter	144
PERFORATORS	
American	90
PHOTOCOPIERS (See Copying Machines)	
PLASTIC LAMINATES	
Nevamar	121
POSTING EQUIPMENT	
Ever-Safe	176
Flash	168
RIBBONS, INKED	
M-50	40
SAFES	
Ever-Safe	176
Joeli	45
SHEET PROTECTORS	
Amfile	194
SHIPPING EQUIPMENT	
Mighty Mite	89
SIGNS	
Desk-n-Door	31
SOUND CONTROL	
Acoustinet	135
Soundtrol	194
STAPLERS	
Bostitch	50
Heller	90
STEEL STRAPPING	
Mighty Mite	89
TAPE DISPENSERS	
Scotch	12
TAPES, DOUBLE COATED	
Kleen-stik	190
Scotch	161
TAPES, SELF-ADHESIVE	
Scotch	12
TELEPHONE NOISE CONTROL	
Hush-A-Phone	155
TELETYPEWRITERS	
Teletype	28, 29
TEMPORARY HELP	
Manpower	1
TIME RECORDERS	
Paymaster	188
TRUCKS, ELECTRIC	
Widgit	21
TYPE COMPOSING MACHINES	
VariTyper	167
TYPEWRITER PARTS, TOOLS	
Futuristic Galaxie	193
Typewriter Sundries	191
TYPEWRITERS, ELECTRIC	
Electra	Inner Front Cover
Royal	Outer Back Cover
TYPEWRITERS, PORTABLE	
Electra	Inner Front Cover
Olympia	143
TYPEWRITERS, STANDARD	
Dynacord	177
Olympia	143
Touch-Master	137
TYPING CARD HOLDER	
Palson	155
TYPING CORRECTOR	
Ko-Rec-Type	191
VISUAL AIDS	
MP	90
XEROGRAPHIC EQUIPMENT	
Escort	39
Xerox	164

Average Weekly Earnings

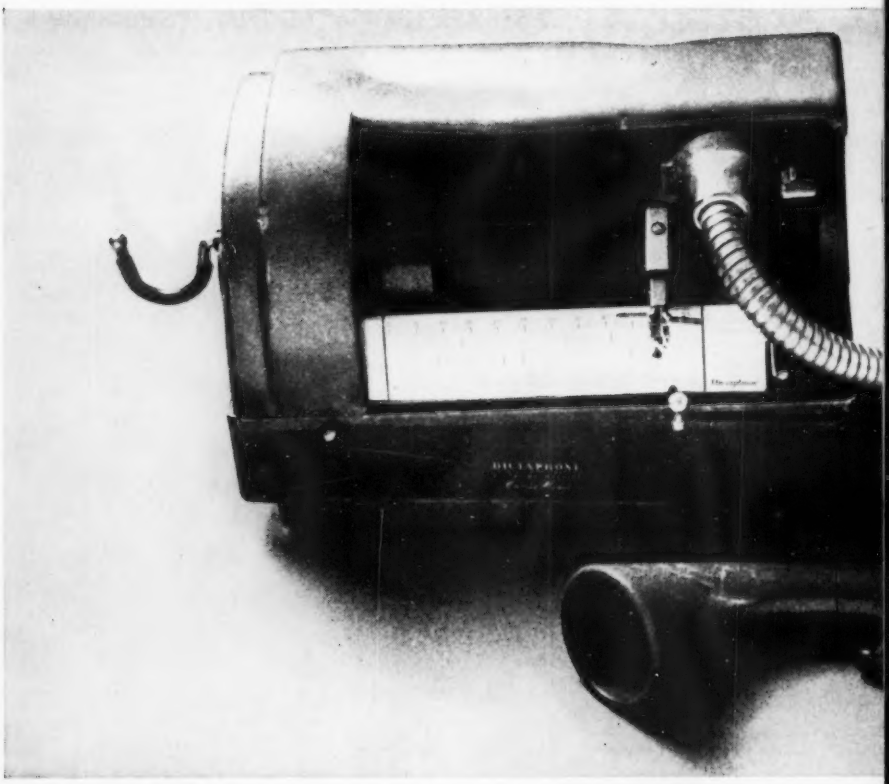
	NEW YORK		CHICAGO		BOSTON	
	Hours	Pay	Hours	Pay	Hours	Pay
Men						
Bookkeeping machine operators, class B	36.5	$69.00				
Clerks:						
Accounting, class A	36.0	96.00	39.0	$105.50	38.5	$94.50
Accounting, class B	36.0	74.00	39.5	86.50	38.0	72.50
File, class B	36.5	58.50	39.0	78.00		
Order	37.5	84.50	39.0	73.00	39.5	89.00
Payroll	36.5	87.50	39.5	103.00	38.5	84.00
Keypunch operators	38.5	77.00	39.5	96.00		
Office boys	36.0	55.00	38.0	62.50	38.0	52.00
Secretaries	36.0	100.50				
Tabulating machine operators:						
Class A	36.5	99.00	39.0	109.00	38.5	91.00
Class B	36.5	86.00	38.5	89.50	38.5	72.50
Class C	36.5	67.50	39.0	76.50	38.5	66.00
Typists:						
Class A	36.0	83.00				
Class B	35.5	62.00				
Women						
Billers, machine:						
Billing machine	36.0	73.00	39.0	73.50	38.5	67.50
Bookkeeping machine	36.5	73.00	39.0	69.50	38.5	55.00
Bookkeeping machine operators:						
Class A	36.5	79.00	39.0	84.50	38.0	70.00
Class B	36.0	69.00	38.5	72.50	38.5	60.50
Clerks:						
Accounting, class A	36.5	88.00	39.0	91.50	38.0	75.50
Accounting, class B	36.5	69.00	39.0	72.50	38.0	62.00
File, class A	36.0	67.50	38.5	71.50	38.5	64.00
File, class B	36.0	57.50	39.0	60.50	38.0	50.50
Order	37.0	71.50	39.0	74.50	39.0	63.00
Payroll	36.5	80.00	39.0	81.00	39.0	69.00
Comptometer operators	36.5	73.50	39.5	77.00	38.0	65.00
Duplicating machine operators	36.0	63.50	39.0	67.50	38.5	56.00
Keypunch operators	36.5	68.50	39.0	75.50	38.5	63.50
Office girls	36.0	55.00	39.5	60.50	38.0	50.50
Secretaries	36.0	91.50	38.5	93.00	38.0	80.00
Stenographers:						
General	36.0	74.50	38.5	78.00	38.0	67.00
Technical	36.0	90.00	38.0	90.50	38.5	71.50
Switchboard operators	36.5	72.50	39.0	73.00	38.5	65.50
Switchboard operator-receptionists	37.0	72.50	39.0	75.00	38.0	64.50
Tabulating machine operators:						
Class A	36.5	97.00	39.5	91.00	38.0	83.50
Class B	36.0	79.50	37.0	82.50	38.0	65.00
Class C	37.0	72.50	40.0	78.50	37.5	59.50
Transcribing machine operators, general	36.0	72.00	38.5	76.50	38.0	62.00
Typists:						
Class A	36.0	70.00	38.5	75.00	38.5	65.50
Class B	36.0	62.50	38.5	65.00	38.0	55.50

THESE ARE PRELIMINARY figures for 1960 from the above regional offices of the U.S. Dept. of Labor's Bureau of Labor Statistics. The hours shown represent the regular standard workweek for which employees received the corresponding regular straight-time salaries indicated. While the trend this year for clerical pay is still upward, the percentage of increases generally is not as great as in past years.

and Hours in Work Week

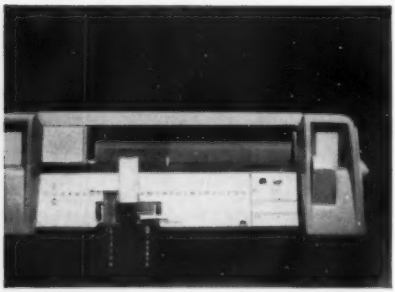
PITTSBURGH		ST. LOUIS		DALLAS		DENVER		SAN FRANCISCO	
Hours	Pay	Hours	Pay	Hours	Pay	Hours	Pay	Hours	Pay
						40.0	$73.50		
39.5	$110.50	39.5	$93.50	39.5	$101.50	40.0	96.50	39.0	$101.00
40.0	96.00	39.5	83.50	40.0	82.50	40.5	81.00	39.5	91.00
40.0	67.50								
40.0	98.00	40.0	87.50	40.0	77.00	40.5	77.00	39.5	103.00
40.0	105.50	39.5	94.50	39.5	86.50	40.0	83.50	39.5	103.50
39.5	61.00	39.5	60.00	39.5	52.50	40.0	54.50	38.5	63.50
39.5	109.50	39.5	104.50			40.0	100.50	39.0	108.00
39.5	94.00	39.5	88.00			40.0	79.50	39.0	93.00
39.5	65.00	40.0	82.00	39.5	82.00			39.0	80.00
39.5	79.00	39.5	70.00	39.5	66.50	40.0	66.50	39.5	87.50
40.0	63.50	39.5	71.50	41.0	55.50	40.5	58.00	39.5	72.00
38.5	69.50	39.0	70.50	40.0	70.50	40.0	73.50	38.5	87.50
38.5	61.50	39.5	61.50	39.5	59.50	40.0	61.00	40.0	65.50
39.5	90.50	39.5	85.00	39.5	77.00	40.0	78.50	39.0	87.00
39.5	72.50	39.5	63.00	39.5	62.00	39.5	65.00	39.0	73.50
39.0	67.50	39.5	68.00	39.0	59.00	39.5	65.50	39.0	76.50
39.0	58.50	39.5	55.50	39.5	49.00	40.0	54.50	38.5	58.50
39.5	72.50	40.0	63.00	39.5	63.00	40.0	64.00	40.0	81.00
39.5	81.50	39.5	71.00	40.0	70.50	40.0	74.50	39.0	87.50
39.5	76.50	39.5	71.00	39.5	67.50	40.0	67.00	39.5	80.00
39.5	69.00	39.5	66.50	40.0	60.00			39.5	71.00
39.5	74.50	39.5	70.50	40.0	64.50	40.0	64.50	39.0	76.00
39.5	55.50	39.0	54.00	39.5	51.50	40.0	50.50	39.0	60.50
39.5	89.50	39.5	85.00	39.5	82.00	39.5	85.00	39.0	91.50
39.5	75.50	39.5	70.00	39.5	71.00	39.5	71.50	39.0	80.50
40.0	85.00	40.0	74.00	40.0	92.00			40.0	83.50
39.5	74.00	39.5	65.50	42.0	59.50	41.5	62.50	39.0	75.00
39.5	69.00	39.5	65.00	39.5	65.00	40.0	65.50	39.0	73.50
40.0	100.00								
39.5	83.00	39.0	81.00			40.0	76.00	39.5	85.00
38.5	66.00	39.0	76.00	40.0	70.00			39.5	72.50
39.5	64.50	39.0	64.50	39.5	57.50	40.0	63.00	38.5	74.50
39.5	75.00	39.5	69.00	39.5	63.50	39.5	66.50	39.0	74.00
39.5	62.50	39.5	58.00	39.5	53.00	40.0	56.50	39.0	64.00

The final reports, which will be available in the near future, will give a more detailed analysis of each area's wage structure in several industry divisions, and present information on personnel practices and supplemental benefits such as health, insurance and pension plans. Paid holidays and paid vacation allowances also will be included.



Old Dictaphone machines

they just trade away



A long life of service is one of the major benefits of Dictaphone machines. But this durability can be a disadvantage, too. A disadvantage in that users are missing important features we build into new models.

For example, cylinder machine owners have yet to experience the convenience and economy of the exclusive, thin, unbreakable Dictabelt® record. Transistors power the amplifier; there is never a warm-up wait. Four buttons on the lightweight microphone are all you need to think out loud.

Time-Master, Dictaphone, Dictabelt are registered trademarks of Dictaphone Corporation.

never die–

The low silhouette features a new swept-back cover to provide picture-window visibility of your dictation.

Summer trade-in for best value.

This summer (until August 31) you get maximum trade-in on old equipment. Plan now to talk with your Dictaphone representative. Let him tell you about a systematic plan of regular replacement to bring you biggest savings on your dictating machine investment. Mail the coupon today.

Dictaphone® CORPORATION
730 Third Avenue, New York 17, N. Y.

☐ Please survey my present dictating equipment, including cost of replacement.
☐ Let me try the transistorized Time-Master® for 10 days without obligation.

NAME

ADDRESS

CITY | STATE

COMPANY

For More Information Circle No. 225

Make Payroll Change Lists Faster by Applying the Rules of Probability

R. G. MARTIN, Field Office Manager,
Tidewater Construction Corp., N. Charleston, S. C.

TIME AND EFFORT can be saved in making up a change list for payroll or other purposes by applying some simple rules of probability. The ordinary method is to go over the net figures on a cash payroll, counting the number of pennies, nickels, dimes, etc., that are required. For instance, an employee drawing a net pay of $36.98 will require the following:

UNIT	QUANTITY	AMOUNT
$20	1	$20.00
$10	1	10.00
$5	1	5.00
$1	1	1.00
50c	1	.50
25c	1	.25
10c	2	.20
5c	0	.00
1c	3	.03
		$36.98

This is based on limiting the largest bill to $20 and using the largest denomination coins possible. (For instance, we make up 40c with a quarter, dime and nickel rather than four dimes.) By similarly handling each net entry on the payroll, we arrive at a grand total of $20 bills, $10 bills, etc., which should equal the total net payroll. This is our change list to the bank.

But this is time-consuming, especially in the case of a very large payroll, and it is easy to make a mistake somewhere along the line, in which case the time may be nearly doubled through having to check back. By applying the rules of probability, however, nearly all this drudgery can be avoided. With the observance of a few precautions, the following method has proved as trouble-free as the use of an exact change list.

The basic assumption of the theory of probability is that if a group of possibilities exist where there is no more reason for one to occur than another, then each will occur approximately the same number of times as the other. For example, in the flipping of a coin, heads will occur about as many times as tails; and if numbers are selected at random there will be about as many odd numbers as even.

Let us apply this principle to the assortment of net amounts that occur on a payroll. With a large payroll in-

Opens zip-quick!

New Springhill Bond, like all International Paper business papers, comes to you in a handy junior carton with pull-tape opener.

New Springhill Bond is ream-wrapped and packaged 8½"x11" and 8½"x14" in a junior carton that opens zip-quick. Most International Paper printing papers will soon be available in handy, pull-tape junior cartons. They are ideal for small offset duplicating presses.

These papers look and feel like premium-grade papers, yet are priced for *volume* work. They handle well on the press, give excellent printing results, ream after ream.

Ask your paper merchant to show you samples of International Paper's complete line of business and printing papers.

BUSINESS PAPERS • Springhill Bond • Springhill Duplicator • Springhill Mimeograph.

PRINTING PAPERS • Springhill Offset • Ticonderoga Offset* • Ticonderoga Text* • International Ti-Opake.*

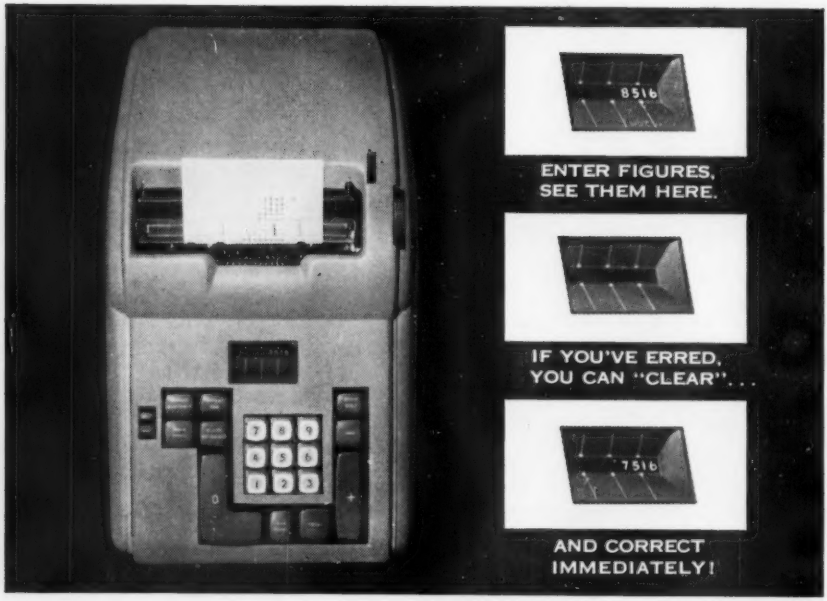
**Will soon be available in handy pull-tape junior carton.*

INTERNATIONAL PAPER

FINE PAPER DIVISION • NEW YORK 17, N. Y.

For More Information Circle No. 217

THE ADDING MACHINE THAT CATCHES ERRORS BEFORE THEY'RE MADE!



Friden's ACY actually catches errors before they're made. The exclusive Visual Check window shows a full registration of figures which have been entered while there is still time for their correction.

Further, the ACY has the exclusive Friden Natural Way keyboard, which is designed to fit the user's hand perfectly. Other features are the extra-wide platen for roll paper and wide forms; automatic red-printing of all negative values; all live control keys; special features for extra-rapid multiplication.

Now try the "next step" in adding machines. Call your Friden man or write to Friden, Inc., San Leandro, California.

THIS IS PRACTIMATION:
Automation so hand-in-hand with practicality there can be no other word for it.

© 1960 FRIDEN, INC.

Friden Creates A New World For Business ®

Friden

FRIDEN, INC., SALES, INSTRUCTION, SERVICE THROUGHOUT U.S. AND WORLD.

For More Information Circle No. 220

For More Information Circle No. 217

volving a number of different rates of pay, different hours worked, different numbers of tax exemptions, and perhaps different deductions such as insurance, state tax, bonds, etc., the group of net figures is about as random as you could find. There is just as much chance that an individual's pay will end in one set of figures as another. Every net pay must end in one of the following two groups, as far as the bills are concerned:

I	II
$00-09	$10-19
20-29	30-39
40-49	50-59
60-69	70-79
80-89	90-99

For instance, $36.98 falls into the second group, $101.43 into the first group. The first group does not require a $10 bill, while the second group does. There are exactly 50 possibilities in Group I, and 50 in Group II. This means that according to the basic assumption of probability a $10 bill will be needed in approximately 50 out of every 100 cases. In other words, we shall need one $10 bill for every two people on the payroll. If we have 783 employees to pay, we shall need about 392 $10 bills, regardless of the total amount of the payroll.

Identical reasoning applies to the $5 bills, 50c pieces and 25c pieces. All entries where the change ends in the digits 00-24c will not need a quarter, nor will those ending in 50-74c. Those ending in 25-49c and 75-99c will need one quarter each. There are 50 possibilities in each group, therefore the

Only 30" wide—travels office aisles easily

WIDGIT

ELECTRIC TRUCKS

—the efficient, low cost way to

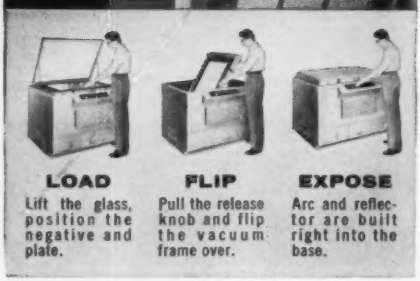
SPEED INTEROFFICE DELIVERIES

Two of nation's largest insurance companies save valuable time, cut personnel and equipment costs significantly with interoffice mail delivery by Widgit. Quiet, safe and easy to operate, Widgit electric trucks are the most efficient way by far to move mail, punch cards and paperwork of all kinds. Compartments custom designed to fit your special requirements.

Write BEALL MFG. CO.
Kalamazoo at 44th St., S.E.
Grand Rapids 8, Michigan

For More Information Circle No. 212

nuArc flip-top
PLATEMAKER
PERFECT OFFICE PLATEMAKING MACHINE
FT-18 13x18 $295



LOAD
Lift the glass, position the negative and plate.

FLIP
Pull the release knob and flip the vacuum frame over.

EXPOSE
Arc and reflector are built right into the base.

Vacuum frame on top . . . carbon arc lamp in the base. Here is the ideal unit for office and in-plant platemaking. The combination of compactness, simple controls, automatic arc control, makes it easy for skilled or unskilled personnel to make perfect plates. Available in seven sizes, from the FT-18, for plates up to 13 x 18, to the FT-60, for plates up to 50 x 62. Larger units feature fully automatic arc control.

Ask your Graphic Arts supplier for complete information or send for Bulletin

nuArc® COMPANY, INC.
4110 W. GRAND AVE.
CHICAGO 51, ILL.

NEW YORK OFFICE: 415 PARK AVE. SO., NEW YORK

For More Information Circle No. 201

number of quarters needed will be about half the number of people on the payroll.

Similar reasoning applies to other denominations. There are only ten digits in which a number can end. The number of $1 bills required for each is as follows:

If Dollar Figure Ends In:	Quantity $1 bills Required:
$0	0
1	1
2	2
3	3
4	4
5	0
6	1
7	2
8	3
9	4
10 Possibilities	20 ($1 bills)

Thus, there are ten possibilities. If they occur equally often, then 20 ones will be needed for every ten people on the payroll, or twice as many ones as the number of employees. A 783-man payroll requires about 1566 $1 bills. The same ratio applies to pennies.

As for nickels, we need one for all amounts ending in 05-09c, 15-19c, 30-34c, 40-44c, 55-59c, 65-69c, 80-84c, 90-94c. No other amounts require a nickel. This is a total of 40 out of 100 possibilities, which means we need about 2/5 as many nickels as there are people on the payroll. Similarly, we need about 4/5 as many dimes as there are people on the payroll.

Based on the above, we have the following table, which can be applied to all change lists on which $20 is the

spacefinder *filing system

*successfully saving time, space and money in thousands of offices

Revolutionary new Spacefinder Filing System gives savings up to 50% in clerical time, floor space, and cost — while affording the same dust, dirt and file protection as drawer files. Write for Planning Kit and Free Catalog.

*Can you identify the six filing applications above? (1) Medical records files in an outstanding Pennsylvania hospital. (2) Blueprint files in engineering section of a leading manufacturer of data processing equipment. (3) Mortgage loan files in a prominent Los Angeles savings and loan company. (4) Terminal digit filing in Auto Use Tax division of the Department of Motor Vehicles in a large Western state. (5) Saving space in the one-girl personnel office in a national airline regional office. (6) Beauty and orderliness in the home office of a major western insurance company.

TAB
PRODUCTS CO.

Free Planning Kit shows how Spacefinder Filing System can save time, space, and money in your office. Write to Free Planning Aids, Tab Products Co., 995 Market St., San Francisco 3.

For More Information Circle No. 203

NEW OZAMATIC 60

Direct Copy Machine handles up to 1,000 copies an hour...at less than a penny a copy for materials

Now! There's a Direct Copy Machine that turns out more work with increased quality—the new Ozamatic® 60! Zips along at a brisk 40 feet per minute—turning out perfect copies every time, even with inexperienced operators. For example: the new Ozamatic 60 handles originals up to 15 inches wide, and automatically separates each original into a specially engineered receiving tray, while directing copies into the developer. It's a feature found only on far more expensive models! The 1200-watt quartz lamp gives perfect uniformity of exposures. And—you can even copy photographic films without the slightest chance of damage! These are just a few of the literally hundreds of copying benefits you can get from the new Ozamatic 60. Demonstration? Contact your local Ozalid representative, or write for descriptive brochure to: Ozalid, Johnson City, New York. A Division of General Aniline & Film Corp. OZALID

For More Information Circle No. 218

largest bill used *:

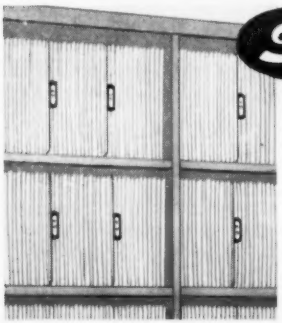
UNIT	QUANTITY Multiply payroll names by:
$10	1/2
$ 5	1/2
$ 1	2
50c	1/2
25c	1/2
10c	4/5
5c	2/5
1c	2

On a small payroll there is a chance that we shall need somewhat more than the law of averages might require so, to be safe, we increase each unit by about 10% to cover possible freak distributions of figures. The larger the payroll, the less likely these freaks will occur.

We know that the bank supplies money in packaged units. For convenience in handling we may want to increase the number of units of a denomination so as to equal one of these amounts. For example, if we have 175 on the payroll, requiring 87½ half-dollars, we might first increase this to 87½ plus 8¾ (10%), which equals 96¼ halves ($48.12½), and then to five $10-rolls of half-dollars ($50.00).

Let us apply this to our 783-man payroll. First increase this number for safety to 783 plus 10%, or 861. Then, by multiplying the ratios shown above by this number, we have the following probable needs:

* If larger bills are used the ratios would be: $100, ½; $50, ½; $20, 4/5; $10, 2/5; the rest unchanged. The proportion of $100 and $50 bills might, however, be modified by experience, since the law of averages would not apply to the large bills if, for example, nearly all employees drew less than $100, or less than $50.



Smead FILE GUIDES and FOLDERS

for OPEN SHELF filing

Designed to fit various types of open filing units

. . . available with terminal digit, straight numeric, alphabetical or any special indexing. **Tell us your requirements** — we can supply the guides, folders and indexing you need.

HORIZONTAL TAB

Guides are available in different sizes, with plain, metal or insertable celluloid tabs of many kinds. "Locking hooks" of various types can be furnished for different styles of shelving backs.

Double face metal tabs available in two sizes. Single face available in various sizes flat or angled.

SMEAD MANUFACTURING CO., INC.
HASTINGS, MINN. • LOGAN, OHIO

MAIL THIS COUPON TODAY

THE SMEAD MANUFACTURING CO., INC.
Hastings, Minnesota
Please send us your Circular Form 9151 on Open Shelf Filing.

Name _____
Address _____
City _____ Zone ____ State _____
Ordered by _____ DEPT

For More Information Circle No. 282

You Get Things Done With Boardmaster Visual Control

☆ Gives Graphic Picture of Your Operations —Spotlighted by Color
☆ Facts at a glance — Saves Time, Saves Money, Prevents Errors
☆ Simple to operate — Type or Write on Cards, Snap in Grooves
☆ Ideal for Production, Traffic, Inventory, Scheduling, Sales, Etc.
☆ Made of Metal. Compact and Attractive. Over 500,000 in Use

Complete price **$49.50** including cards

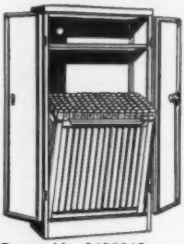
FREE 24-PAGE BOOKLET NO. F-300 Without Obligation

Write for Your Copy Today

GRAPHIC SYSTEMS

Yanceyville, North Carolina

For More Information Circle No. 284



CONFIDENTIAL MAP FILE MT4 — WITH LOCKING DOORS

STURDY METAL CABINET map file, has 112 tilting tubes. Easy to file and find maps, tracings, blue prints to 60".

Patent No. 1610368

MAIL ORDER TODAY

SCOTT-RICE CO. **610 S. Main, Tulsa 19, Okla.**

For More Information Circle No. 285

Ratio	Unit	Quantity	Amount
1/2	$10	430	$4300.00
1/2	$ 5	430	2150.00
2	$ 1	1722	1722.00
1/2	50c	430	215.00
1/2	25c	430	107.50
4/5	10c	689	68.90
2/5	5c	345	17.25
2	1c	1722	17.22

These we may round off, as a matter of convenience, to the following:

$10	$ 4500.00
5	2250.00
1	1750.00
50c	220.00
25c	110.00
10c	70.00
5c	18.00
1c	17.50
	$ 8935.50

We now subtract these needs from the total net payroll of, say, $76,428.93, and we take the remainder of $67,493.-43 in twenties, ones and pennies, giving us the following change list:

$20	67,480.00
$10	4,500.00
$ 5	2,250.00
$ 1	1,763.00
50c	220.00
25c	110.00
10c	70.00
5c	18.00
1c	17.93
	$76,428.93

Two precautions should be observed: (1) on very small payrolls involving, say, less than 20 people, there is a

(Continued on page 96)

The easiest-to-read stencil ever made . . . and only Tempo has it!

"Pleasing pink" is more than just a phrase. It's the best way we know to describe the far greater visibility of this unusual stencil that not only makes proofreading much easier but actually *reduces eye fatigue.* Stencil typing is *as easy as typing a letter* with this fine stencil which means you can increase your output of work. And you can count on always getting *the kind of copy you want* with Tempo Pink.

TEMPO

America's highest quality & most complete line of stencil duplicators & supplies

MILO HARDING COMPANY

Established 1904

Monterey Park, California — Los Angeles
Pittsburgh • San Francisco • Washington, D.C.
Mexico D.F. and dealers everywhere

Tempo stencils also available in these other colors (with or without film): Blue, Green, White, Yellow.

FREE SAMPLE OFFER

Try out Tempo Pink stencils without cost or obligation. Pin the coupon below to your letterhead and mail today – for free samples!

MILO HARDING CO.
183 Tempo Bldg., Monterey Park, Calif.

Please send samples of Tempo Pink stencils.

NAME .....

COMPANY .....

ADDRESS .....

MAKE AND MODEL OF DUPLICATOR USED

.....

©1960, MILO HARDING COMPANY

For More Information Circle No. 293

FREE LITERATURE:
Write for Model 28 "Complete Product Line" brochure to Teletype Corporation, Dept. 34H 5555 Touhy Ave., Skokie, Illinois

Typing Tape Punch

Tape Reader

Send-Receive Page Printer

Automatic Send-Receive Set

For More Information Circle No. 215

Complete message center in one Teletype machine

A complete message center in a compact cabinet, with a choice of components to best meet your individual needs—that's the story of the Teletype Model 28 automatic send-receive set.

It provides facilities for sending and receiving on message paper or sprocket-fed business forms. In addition, there is a choice of four different tape reader and four different tape punch components—for preparing punched tape and for sending and receiving with tape.

The flexibility of the set is further broadened by a built-in control unit, the "stunt box," which may be equipped for a wide variety of extra features and switching duties—eliminating the need for external apparatus often required for such functions.

The ASR set is a compact, efficient tool to speed communications and cut costly paperwork.

Teletype Corporation manufactures this equipment for the Bell System and others who require the finest in data communications equipment.

TELETYPE®
CORPORATION
SUBSIDIARY OF *Western Electric Company* INC.

For More Information Circle No. 215

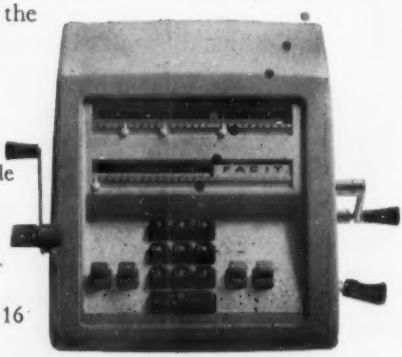
THE NEWEST CALCULATOR HAS ONLY 10 KEYS!

No manual calculator offers more than the

ALL-NEW FACIT CM2-16

■ 3-row "standard" keyboard ■ 16 digit capacity ■ Back transfer lets you multiply continuously without resetting ■ You can see and check all figures set ■ Precision-made to famous exclusive Facit calculating machine standards ■ Feather-light touch ■ Silent operation ■ Dustproof ■ All for $225. Write for all the facts today.

FACIT, INC., 404 Park Avenue So., N.Y.C. 16 or 235 Montgomery St., San Francisco 4.



For More Information Circle No. 233

NEW Books

RULES FOR ALPHABETICAL FILING as standardized by American Records Management Assn., Box 215, Dearborn, Mich., 65 pp., $4.

Reconciles the considerable areas of conflict in the rules on filing as published by many experts in the records management field. A must for any office, this study will be found particularly useful by firms wishing to mechanize and/or microfilm their files.

ADMINISTRATIVE ORGANIZATION by John M. Pfiffner & Frank P. Sherwood. Prentice-Hall, Inc., Englewood Cliffs, N. J., 481 pp., $9.

Deals with the underlying dynamics of public and business organization. Treats with particular skill the current controversy between industrial traditionalists and the behaviorists. A very thorough analysis of organizational problems in management.

MINIMUM WAGE AND THE WOMAN WORKER. Government Printing Office, Washington 25, D.C., 16 pp., 15 cents.

Women workers are protected by minimum wage rates in 33 states, the District of Columbia and Puerto Rico.

MANAGEMENT BY SYSTEM by Richard F. Neuschel. McGraw-Hill Book Co., 330 West 42nd St., New York 36, 372 pp., $7.95.

Tells how to reap the far-reaching benefits possible with the latest business systems and procedures. Traces in detail the steps of basic administration techniques permitting a complex business organization to become more effective, to control and coordinate its actions with more precision and economy.

engraved solid brass, bronze or aluminum

DESK-n-DOOR markers

One or two lines, up to 20 letters per line

Desk Marker bases — solid walnut or solid hardwood with polished ebony finish.

Door Markers have special adhesive backing, stays put on glass, wood, plaster, metal, etc. No screws or holes to mar surface.

Door Marker, 7"x1"
Aluminum, Style DOA $1.95 ppd.
Brass, Style DOB . . 2.95 ppd.
Bronze, Style DOZ . . 3.95 ppd.

Desk Marker, ebony base 8½"x2"
Aluminum, Style DEAE $2.95 ppd.
Brass, Style DEBE . . 3.95 ppd.
Bronze, Style DEZE . 4.95 ppd.

Desk Marker, walnut base 8½"x2"
Aluminum, Style DEAW $2.95 ppd.
Brass, Style DEBW . . 3.95 ppd.
Bronze, Style DEZW . 4.95 ppd.

FAST SERVICE — WE SHIP WITHIN 48 HOURS
SATISFACTION GUARANTEED OR YOUR MONEY BACK

Business buyers — write today on your letterhead for free sample, full-color catalogue and quantity discounts.

Spear ENGINEERING COMPANY

549 Spear Bldg., Colorado Springs, Colo.

For More Information Circle No. 295

YOU BE THE JUDGE

of what makes columnar analysis paper best for YOUR needs. Write today for your FREE pad of any 8½ x 11 or 8½ x 14 form, and judge it on its merit.

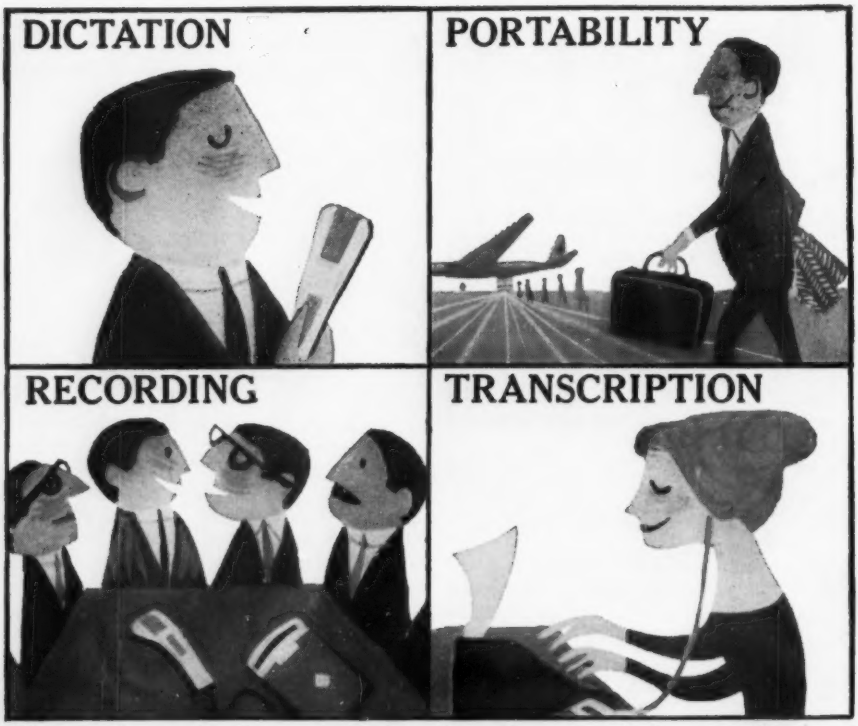
Kraftbilt® forms are low in cost . . . and copyable on all office machines.

JUST ASK FOR IT!

1 PAD { Any number columns. Color: White, ivory or green tint. Size: 8½x11 or 8½x14

ROSS-MARTIN COMPANY
Dept. CP-2-A, P. O. Box 800
TULSA, OKLAHOMA

For More Information Circle No. 296



All yours in one handsome, compact unit... the economical, new self-powered Telefunken "600" Portable Dictating Machine! Use it anywhere... anytime. Carries its own built-in, lifetime battery... complete with battery recharger. A single microphone button controls every action... dictate, backspace, playback, stop. Lightweight, easy-to-mail magnetic disc can be used over 10,000 times. Precision-built for quality, value and dependability by the world-famous Telefunken Corporation. Test one soon!

TELEFUNKEN

"600" Portable Dictating Machine

For further information write: INTER-CONTINENTAL TRADING CORPORATION, 90 West St., New York 6, N. Y.

For More Information Circle No. 228

Won't accept "Postage Dues"

That's policy in many companies today. So the mail goes back to the sender, who must pay the postage due. Plus the postage for remailing. Plus the delay in delivery. And plus perhaps the poor impression "Postage Due" leaves with the addressee. Need a better reason for an honest accurate mailing scale, one that won't underweigh?

If your old scale overweighs, *then you're wasting postage. And a few overpayments of four cents each day uses up a lot of cash in a year.*

Why not check your old scale now? And then look at Pitney-Bowes precision mailing scales?

PB scales have an automatic precision mechanism that doesn't weaken or grow stiff, holds its accuracy year after year. The chart is eye high. The markings are large and legible.

The hairline indicator registers instantly, shows the exact postage required. Mailing is easier and faster. And the scale soon pays for itself in postage saved, and embarrassing "Postage Dues" are avoided.

There are seven PB models; including an accurate little beam scale for the small office. Call any Pitney-Bowes office for the scale you need. Or send coupon for free illustrated booklet.

FREE: *Handy desk or wall chart of Postal Rates, including recently increased parcel post rates.*

Pitney-Bowes
MAILING SCALES

Originator of the postage meter . . .
139 offices in U.S. and Canada

PITNEY-BOWES, INC.
3484 Walnut Street
Stamford, Conn.

Send free booklet ☐ *rate chart* ☐

Name _____

Address _____

For More Information Circle No. 209

CONTROL AT CELANESE

"Moore forms help us save $16,000 a year in billing costs"

WALTER L. McINTOSH, Controller, Celanese Chemical Company, a division of Celanese Corporation of America

Celanese Chemical Company's new automated order-invoice system has brought many advantages, both to the company's management and to its operating departments. These include better control of production and shipping, and centralized billing, with faster, more accurate paperwork in nine locations. The system makes possible a 25% increase in billing without extra operating costs.

automatic typewriter that produces a punched by-product tape, containing the order data. As copies of the acknowledgement are distributed, the tape is used to send the order by teletype to the specified shipping point for filling. At the same time, it is picked up on duplicate tape at Central Billing, where it is held until a shipping report comes in. Then the duplicate order tape is used on automatic billing machines to print the invoice on another nine-part form.

The system's basic feature is automatic printing of information on specially-designed forms. Orders are processed like this: first, a customer acknowledgement is prepared on a nine-part form. This is done on an

A second by-product tape is made at this time, and converted to punched cards. Data for accounts receivable, weekly sales analyses and other control functions are derived from these cards. All through the system, manual operations have been cut, reducing the chance of error to a minimum. Time is saved at every step, and the multi-part forms provide accurate copies for every office need. The forms are Moore Speediflo—the company's control in print.

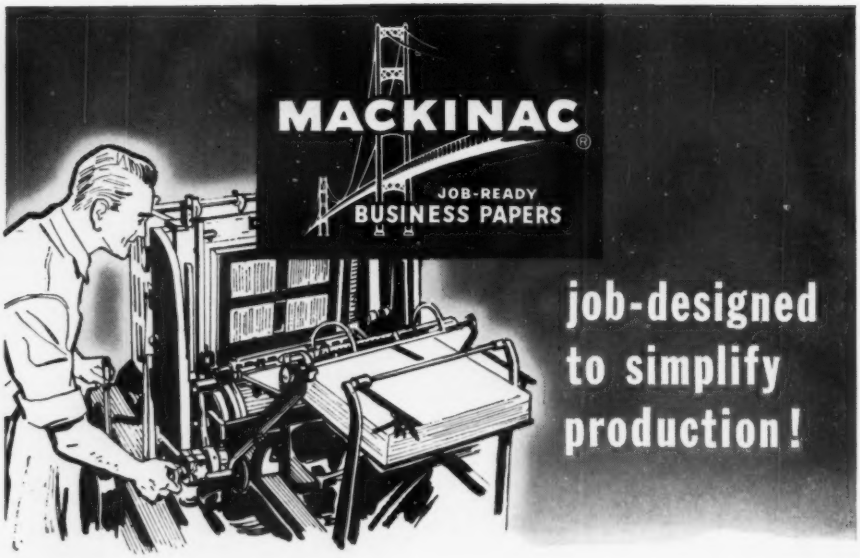
"When it came to handling paperwork, the Moore man's advice was priceless," said Walter L. McIntosh, Controller of Celanese Chemical Company. To find out how the Moore man's knowledge of systems can help you get the control your business needs, write the nearest Moore office.

MOORE BUSINESS FORMS, INC., Niagara Falls, N. Y.; Denton, Texas; Emeryville, Calif. *Over 300 offices and factories throughout the U. S., Canada, Mexico, Cuba, Caribbean and Central America.*

Build control with

MOORE BUSINESS FORMS

For More Information Circle No. 302



Send for 12-page illustrated booklet explaining applications. 7 Grades of MACKINAC:

MACKINAC BOND
MACKINAC DUPLICATOR
MACKINAC MANIFOLD
MACKINAC MIMEO
MACKINAC OFFSET
MACKINAC OPAQUE
MACKINAC VELLUM

The MACKINAC line of Job-Ready Business Papers is complete. The 7 Grades are made for specific uses and they are designed to simplify and speed up production. To do jobs better, faster, easier, use MACKINAC Job-Ready Papers. They are precision cut at the mill to sizes 8½x11 and 8½x14. MACKINAC Vellum is made in White only, 40, 50 and 60 pound. All other MACKINAC grades are made in brilliant White and six bright colors that match across the line.

Sold exclusively through Paper Merchants

FLETCHER
PAPER COMPANY
General Sales Offices: 20 N. WACKER, CHICAGO 6, ILLINOIS
Mill at ALPENA, MICHIGAN

For More Information Circle No. 224

the Tufide Tra-Valise

Virtually indestructible! This unique new concept in attache cases combines slim beauty and TUFIDE stamina, thanks to three Stebco patented features (1) lifetime durability of one-piece molded construction (2) interlocking aluminum frame (3) the "Handle-Lock" that locks open and closes instantly and securely with a single touch.

"Tra-Valise" is lightweight, easy to handle and carry . . . holds business papers plus a change of clothing or samples . . . is dust-and-moistureproof. Unconditionally guaranteed 5 full years . . . a wonderful long-term investment for men who are going places.

For additional information, write

STEBCO PRODUCTS, Chicago 7, Ill.

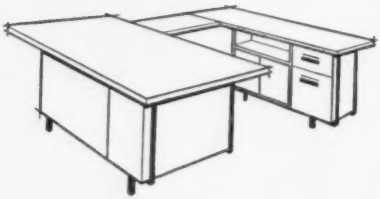
Over 41 years of quality business and student cases.

For More Information Circle No. 246

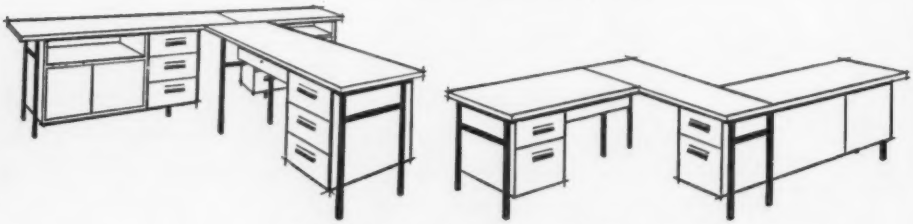
DISTINGUISHED ENOUGH FOR EXECUTIVE SURROUNDINGS

H·O·N
OFFICE EQUIPMENT

ECONOMICAL ENOUGH FOR DEPARTMENTAL AND SECRETARIAL



H-O-N "MILLION LINE" DESKS and Credenzas have colorful, textured vinyl-clad drawer fronts and panels. These units possess modular versatility for varied purposes and arrangements. H-O-N desks add dignity to the executive office, yet at the same time the moderate prices make them economically desirable for departmental and secretarial office uses. See your office equipment dealer today, or write to: THE H-O-N CO., MUSCATINE, IOWA.



For More Information Circle No. 256

$MALL CAMERA

BIG PROFIT$!

THE ESCORT CAMERA 11 x 14

A low cost, all metal, horizontal camera for all users of small offset presses.

Easy-to-operate: Waist-level copy loading, select reduction or enlargement, switch on power and expose.

The ESCORT is easy to use with the popular reproduction methods, such as: the Kodak Ektalith Method, Gevacopy, Xerography, etc. Its efficiency and versatility for quality line-work, solids and halftones make big profits for the office, in-plant or commercial shop.

Write today for free literature and prices.

Companion Unit
Plastic sink with temperature regulator

Dealers in all Principal Cities

W.A. BROWN

MANUFACTURING COMPANY 608 SOUTH DEARBORN STREET CHICAGO 5, ILLINOIS

For More Information Circle No. 290

CREATES THE MARK OF EXCELLENCE

Executive Typing • Offset Masters Originals for All *Copying Processes*

The sharpness and uniformity of write you've never before been able to achieve with a conventional typewriter ribbon—the clarity of impression that actually approaches quality printing—that's what you'll get with the Columbia M-50 ribbon!

Made of whisper-thin, tiger-strong polyester film, dual coated with a special ink by a patented Columbia process, the Columbia M-50 ribbon gives you: Crisp, full-bodied, executive impressions . . . Superb originals (and that means fine copies) for all copying processes . . . Non-smear, smudge-proof permanence . . . Invisible, halo-free erasures . . . Economy of 50% more yardage than conventional ribbons on the same diameter spool . . . Freedom from troublesome ribbon-fixing interruptions.

Make your "mark of excellence" with a Columbia M-50 ribbon! For a free demonstration of the M-50 on your equipment write: Columbia Ribbon & Carbon Mfg. Co., Inc., 1066 Herb Hill Road, Glen Cove, New York.

M-50 RIBBON BY *Columbia*®

Always send a time saver courtesy carbon copy.

Columbia Ribbon & Carbon Mfg. Co., Inc., Glen Cove, New York
Columbia Ribbon & Carbon Pacific, Inc., Duarte, California

For More Information Circle No. 241

■ *it*——**multiplies**——**adds**——**subtracts**——*"addo-x" model 2341E automatic multiplier*

■ *with*———**fast**———**fast**———**fast**———*completely automatic multiplication*

■ *priced*——**low**——**low**——**low**——*no more than a conventional adding machine*

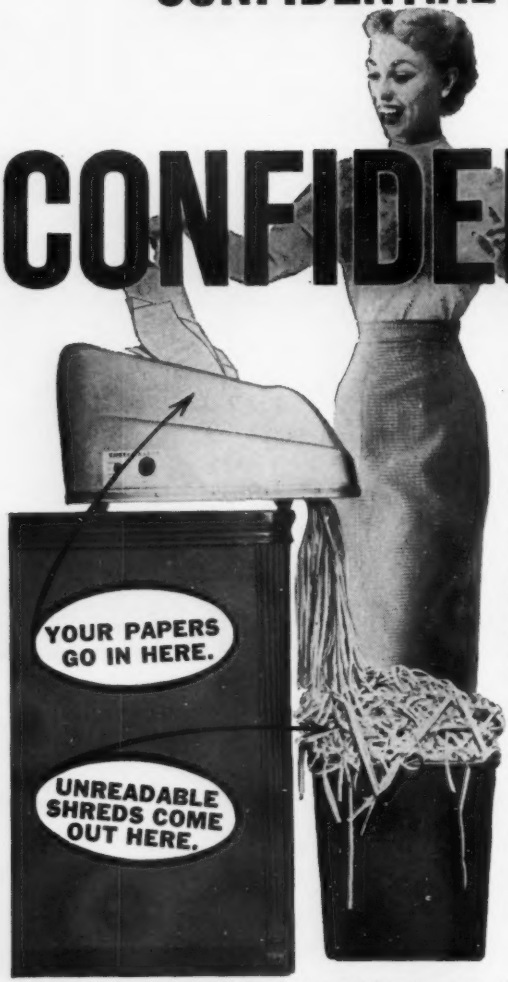
■ *you*———**save**———**save**———**save**———*with this truly unique adding machine*

for details phone, wire or write "addo-x inc", 300 Park Avenue, NY 22, NY, PL 5-5420

For More Information Circle No. 227

NEVER BEFORE SO SAFE, SO SURE A WAY TO KEEP CONFIDENTIAL PAPERS—

CONFIDENTIAL



Keep your confidential papers and records from the prying eyes of unauthorized persons by quick, easy destruction right in your own office with the SHREDMASTER Bantam 10. Anyone can operate. Just drop papers in and unreadable shreds come out. Exclusive gravity feed provides quicker shredding. Gives greater capacity by shredding multiple thicknesses of paper. Handsome, modern design and clean, noise free operation suitable to any office. Yours at a new low price.

FREE: Illustrated descriptive folder giving details. Just write today to Dept. B8.

THE SHREDMASTER CORPORATION
384 Woodcleft Ave.
Freeport, N. Y.

Manufacturers of the Clipper 14, only heavier duty shredding machine suitable for office use, Sales and Service in principal cities in U. S. and Canada.

For More Information Circle No. 255

For More Information Circle No. 372→

Want a cleaner way to dust?
This "wonder fabric" is a must...

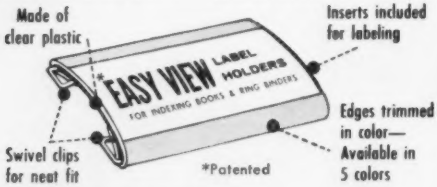
SCOTCH BRAND
Dusting Fabric No. 550

Ideal for desk tops, counters, file cabinets. "SCOTCH" BRAND'S special dust-absorbent fabric has hundreds of tiny traps that catch dust and hold it. Leaves no lint, no oily film. 60 generous, long-lasting dusters in handy perforated roll—just $1.98. Ask your office supplier now!

"SCOTCH" IS A REGISTERED TRADEMARK OF 3M COMPANY

MINNESOTA MINING AND MANUFACTURING COMPANY
...WHERE RESEARCH IS THE KEY TO TOMORROW
3M COMPANY

Now! Serves Your Every Labeling Need



STANDARD LENGTH 2½"

specials available in any length to meet any requirement

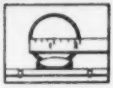
You'll be pleased with their neat, orderly appearance. Sturdy-made for long life.

Available in 5 Colors

Ivory • Red
Green • Blue
Black

3 STANDARD SIZES

Cat. No. Ring Size
EV-1.....1"
EV-1½.....1½"
EV-2.....2"



for proper size when ordering, for ring binders, measure diameter of ring.

The Original "Slip-on" LABEL HOLDERS for Ring Binders

For Filing and Indexing Ring Books—Neat Appearance Plus Sturdy Construction

Inserts included for labeling

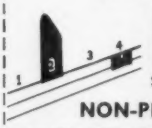
*Patented

Smith's OPNWINDO® Metal Tabs

solve filing problems at LOW COST!

Available in 1 and 2 inch widths to revise your present filing system or convert to shelf filing. Complete with clear or colored plastic windows.

14 X 34 N P V-JAW

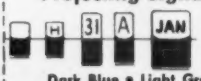


CAN BE USED AS SOLID OR WITH HOLE —PLAIN OR PRINTED

NON-PROJECTING SIGNALS

SmithKlips

Projecting Signals SmithSignals



Projecting and Non-Projecting Signals are available in twelve colors:
White • Light Red • Yellow
Dark Blue • Light Green • Dark Red • Dark Green
Pink • Orange • Brown • Black • Light Blue

Complete line for labeling, filing and indexing • Sold Through Stationers Only or Write

Office Products Inc.

or

CHARLES C. SMITH, INC. EXETER, NEBRASKA

26029 W. 8 Mile Rd.
P.O. Box 6677
Detroit 40, Michigan

West Coast Distributor: Arch K. Ansty, 171 2nd St., San Francisco 5

For More Information Circle No. 216

your complete line of money-makers:

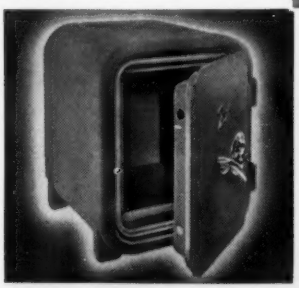
itemizing cash registers adding machines • safes

Here is the opportunity of your lifetime! The complete line of low-priced REGNA cash registers and adding machines means: PROFITS, PROFITS and more PROFITS!

Fascinating, jet-aged models meet every demand of today's and tomorrow's business-builders. Choice of electric, hand, 10-key or full-keyboard.

Send today for information and literature.

Move fast — it's profitable!



JOELI fireproof safes, of revolutionary new design, sweep the world with fantastic sales success. Several sizes and models available.

In Canada: Regna Cash Registers of Canada Ltd.
704 Notre Dame St. W. Montreal, Que.
OUTSIDE CONTINENTAL U.S.:
Jorgen S. Lien, Box 522, Bergen, Norway

It's low-priced! It's profitable!
Mail the coupon. Mail it today.
Mail it NOW!

REGNA CASH REGISTERS INC.
175 Fifth Avenue, New York 10, N. Y.

Gentlemen:
Please rush more information on the complete line of REGNA cash registers, REGNA adding machines, Joeli fireproof safes, and outline advantages of becoming an independent Regna-Joeli Dealer.

NAME .....

ADDRESS .....

CITY .....

ZONE ..... STATE .....

For More Information Circle No. 262

For

BUSINESS...SCHOOLS...CHURCHES ...ORGANIZATIONS

SPEED-O-PRINT'S

ALL-NEW

Automatic Addresser

$129.50

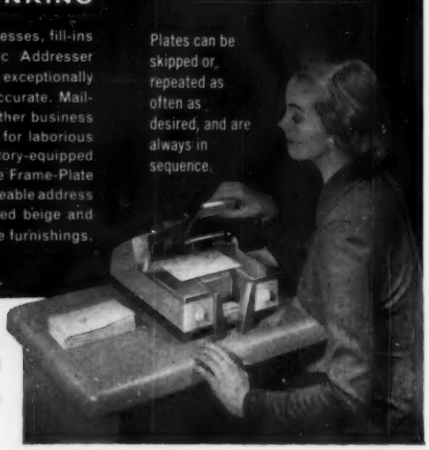
PLUS FEDERAL EXCISE TAX

Using

LIFETIME METAL PLATES
NON-SMUDGE RIBBON INKING

Wherever there is a need for repetitive writing of addresses, fill-ins and imprints, the all-new Speed-O-Print Automatic Addresser provides a time-saving, error-eliminating solution at exceptionally low cost. Impressions are clear, sharp and always accurate. Mailings are ready hours earlier . . . payroll, inventory or other business forms are prepared in a fraction of the time required for laborious hand methods. Automatic re-winding of ribbon. Factory-equipped for popular "B" Style Frame-Plate. "E" or "CB" Style Frame-Plate machines available upon special order. Low-cost replaceable address plates provide economical revisions. Finished in baked beige and brown enamel with chrome trim. Blends with any office furnishings.

Plates can be skipped or repeated as often as desired, and are always in sequence.



Speed-O-Print CORPORATION

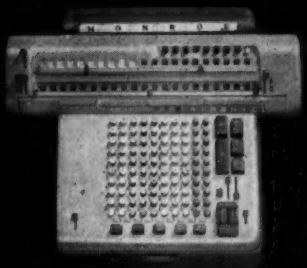
1801 W. LARCHMONT AVE. • CHICAGO 13

For More Information Circle No. 202

HOUR-POWER

...Today's measure of industry's profit-ability

Work hours shrink. Costs grow. Critical in a company's profit hopes: how much more can each work hour be worth? Office managers are exploiting what plants have long proved—the machine-hour, not the man-hour, is the key to earning power. Their Monro-Matic® Calculators are processing more business-producing data in each hour for less cost than ever thought possible. Monro-Matically building business are such companies as:



AVISCO

WORTHINGTON

Ask your Man from Monroe about "Figures Unlimited," leasing plan for all Monroe equipment. Includes training and service.

SEE THE MAN FROM MONROE

for CALCULATING · ADDING · ACCOUNTING · DATA PROCESSING MACHINES

A DIVISION OF LITTON INDUSTRIES

Monroe Calculating Machine Company, Inc. Sales and service in principal cities everywhere. General offices, Orange, N.J.

For More Information Circle No. 291

BINDER NEWS

Interfiling just couldn't be simpler!

McBEE SWING-HINGE BINDER

YOUR OFFICE PERSONNEL will keep filing current when you change to modern McBee Swing-Hinge binders. They are so simple to use, filing becomes a pleasure. The hinges swing out, unlocking the prongs which open w-i-d-e for easy filing and removing. And this binder lies flat . . . gives you complete visibility of records. Quick shelf reference from large, easy-to-read label holder. New split-prong feature now available for ring binder or specially-punched sheets.

McBEE BINDERS are unconditionally guaranteed for one year. Stock sizes in a great variety of binder styles are maintained for immediate delivery. Call your nearby Royal McBee Data Processing Representative, or mail the coupon for complete information.

ROYAL McBEE · *data processing division*

NEW CONCEPTS IN PRACTICAL OFFICE AUTOMATION

Royal McBee Corporation
Data Processing Division, Port Chester, N. Y.

Please send me complete information on the McBEE SWING-HINGE binder.

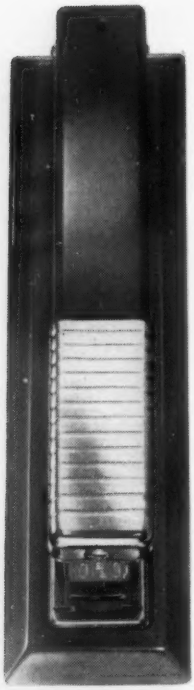
NAME _____

COMPANY _____

STREET _____

CITY _____ STATE _____

For More Information Circle No. 229



STRIKING

Bostitch B12 Standard Desk Stapler

If you choose desk accessories with an eye to looks as well as to function, the Bostitch B12 Standard Stapler should merit your interest.

You can see this is no ordinary stapler. The designer's touch is evident in its clean, executive appearance. Performance sets it apart, too. You can set it to pin temporarily—or fasten permanently.

See the executive Bostitch B12 Standard Stapler, in handsome gray or black and gleaming chrome

Fasten it better and faster with

BOSTITCH®
STAPLERS AND STAPLES

308 Briggs Drive, East Greenwich, R. I.

AT YOUR STATIONER'S

For More Information Circle No. 263

Camera!

Jean Stapleton takes down a message with a Dixon Ticonderoga pencil as Judy Holliday listens in during a scene in MGM's Arthur Freed production of "Bells Are Ringing."

Here's Jack Lemmon working late in an office well equipped with Friden Calculators. This scene is from the Billy Wilder production, "The Apartment," released by United Artists.

Control stations for two of Kodak's five Teletype circuits are located in a communications center (left) at Rochester, N. Y. The other three are controlled from Kingsport, Tenn. Message is transmitted by punched paper tape (below). Components at lower left, scanning for incoming calls, are part of the AT&T 83B1 Selective Calling System.

Kodak's Communications Network

The new communications network of Eastman Kodak Co. links its central offices and its regional marketing units via a 4900-mile telephone system and a 6700-mile Teletype system. Sending much of its punched card data by telephone wire has improved inventory control and does a better job of supplying Kodak products where and when dealers and customers want them.

Series of transceiver units in Kodak's data processing center at Rochester send and receive punched card data from regional sales divisions throughout the country.

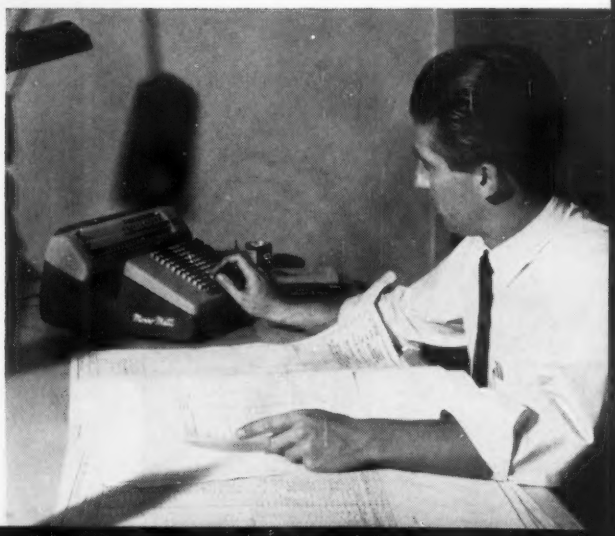
Gen. Lacey V. Murrow (standing), president, Transportation Consultants, Inc., and Clement V. Trossevin, treasurer, examine one of the portable Monroe Calculating Machines that are sent to remote corners of the world. In conjunction with the International Cooperation Administration, the machines are left behind after TCI leaves to become an integral part of the native economy along with the skills to use them.

TWA Photo

TCI Sends Calculators To Far Off Lands

Personnel of Transportation Consultants, Inc., are engaged in engineering projects that require on-the-spot computation in far off lands. Modern calculating machines and primitive transportation often combine on a program that results in the construction of a modern air field.

In TCI field offices, American personnel use Monroe Calculating Machines and train native employees in the use of the machine to create an international "figure" language that will enable engineers to communicate across language barriers.

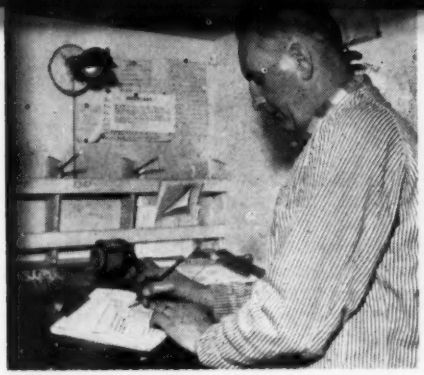


Parking System Wins Customers

When customers arrive at Bamberger's department store parking lot (above) in Plainfield, N. J., a Calculagraph elapsed time computer (left) records and prints arrival time. Between 600 and 1000 cars are parked daily.

Customers are entitled to a special low parking rate if they have their parking ticket stamped by a clerk (right) at any counter in the store where they make a purchase.

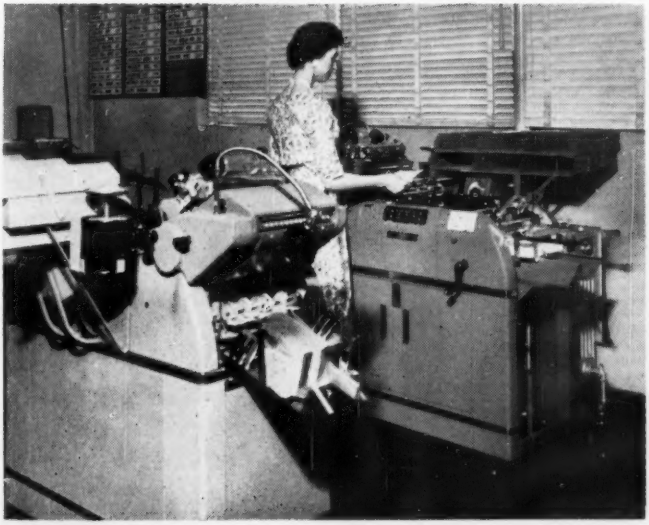
When leaving, customer hands ticket to attendant (left) who places it again in the Calculagraph. Customer pays for the elapsed time which machine computes and stamps on ticket. Machine verified record prevents "discussions" about time or rates, speeds in-and-out traffic, builds customer good will.



Trailer number is recorded on Multilith master (left). Then driver (right) gives master to blocking clerk who adds routing information.

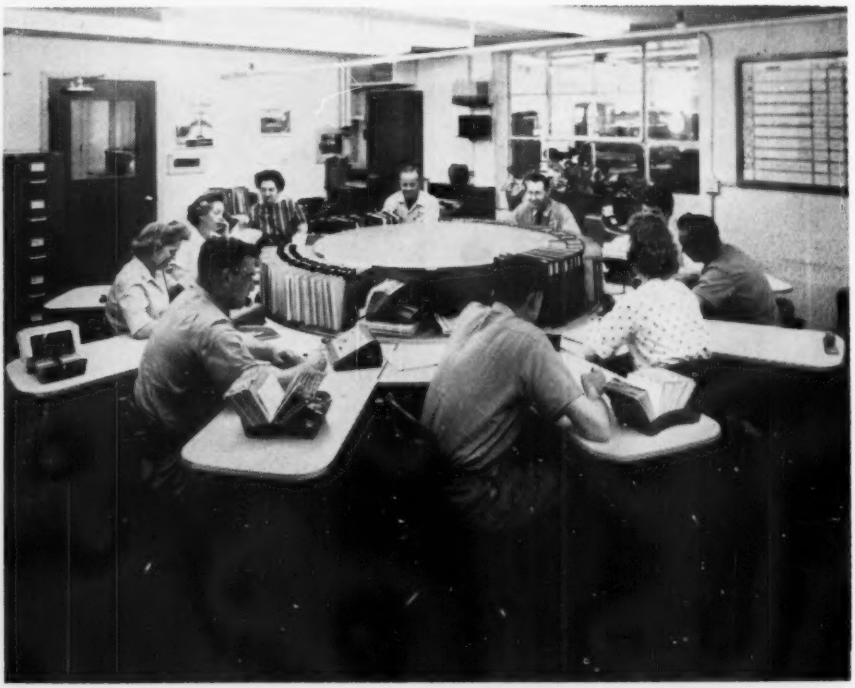
Offset Billing System for Truckers

Addressograph - Multigraph Corp. reports that a pilot installation of its Freightrite system indicates that truckers can cut billing costs (currently exceeding $40 million annually) by more than half. A new Multilith master captures original writing and reproduces it all, or with additions, deletions and changes. One Multilith operator can process up to 400 bills an hour.



Two Multilith 2550's (above) permit one operator to do ten hours' work in one hour. Orrin H. Fraley, Consolidated Freightway's vice president-treasurer (left) views Freightrite procedural schematic by R. O. Trautwein, Multigraph branch manager, San Francisco.

Columbia Picture's "Man On a String" adapted from "Ten Years a Counterspy," a book by Borros Morros describing his experiences as a spy for the FBI, uses products developed by Mosler Research Products, Inc. Frances J. Mattes, one-time FBI special agent and now director of the Mosler Protection Advisory Bureau, shows Mr. Morros (at left) how a Mosler sweeping device is used to detect illegal listening apparatus.



United Air Lines air freight agents at Chicago's Midway Airport answer customers' queries faster with this Mainliner Freight Desk made by Acme Visible Records Co., Crozet, Va. There are ten work stations, with phones, around the 40-ft. circumference. Agents push a button to rotate the center file holding rate cards, traffic and other information. Similar desks are planned for other United Air freight terminals.

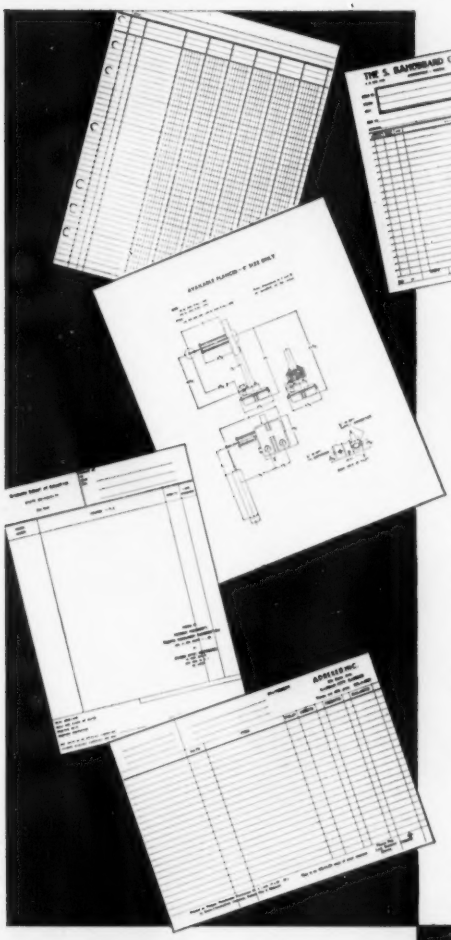
The Hong Kong & Shanghai Banking Corp., founded in 1865, hired women for the first time in its Hong Kong office when it installed 16 Post-Tronic electronic posting machines made by National Cash Register Co. Little training was required for the girls to handle the bank's 20,000 checking accounts. Many Far Eastern businessmen do not have accounts of their own. In Hong Kong, almost a third of the checks presented are for cash. It is not uncommon for a person to present a check for $100,000 or more, taking the money away in a rattan basket. So check posting machines are on the bank's main floor to maintain the Far Eastern banks' policy of "post before you pay."

The Savercard (at left) has replaced the depositor's passbook at Federal Savings & Loan Assn., San Diego, Calif. The embossed plate identifies depositor and teller uses it to print depositor's name and account number on deposit and withdrawal slips. Customer receives a receipt of transaction. Each quarter he is mailed a statement listing all transactions of period, amount of interest and current balance.

John L. Loeb, senior partner of Carl M. Loeb, Rhoades & Co., activates the brokerage firm's automated communications network linking 110 cities. The 25,000-mile private wire puts all the offices of its correspondents and branches in contact with the main New York office, reducing by 50% the time needed to transmit buy and sell orders. Walter P. Marshall, president of Western Union, designers, engineers and builders of the system, looks on.

Broker Handles Orders in Half the Time

Coded buy and sell orders are routed automatically to the correct departments by means of a Multi-Flow conveyor made by International Postal Supply Div., Friden, Inc. It is largely the coding and automatic separation of orders that made the 50% speed-up possible. Mr. Loeb (left) is handed the first data to come over the new network by Mr. Marshall.



how to sharpen lines with Patapar® TRANSLUCENT PARCHMENT

• Type or write on any kind of paper. Then feed it through a direct copy machine. Do the same thing with a sheet of Patapar Translucent Parchment.

Compare the copies. Copies made from the Patapar Translucent Parchment will be sharper *every time!*

Ozalid, Bruning and similar diazo type copy machines work best when they don't have to work *against* the master sheet. Patapar Translucent is a unique material which doesn't present a diffusing barrier to the ultra violet light from these machines. It transmits the light from the high-pressure mercury vapor lamp in *straight* lines to the copy paper. It doesn't diffuse it . . . bend it . . . reflect it. You get copies with crisp, sharp lines. Exactly as sharp as the lines on the Patapar master sheet.

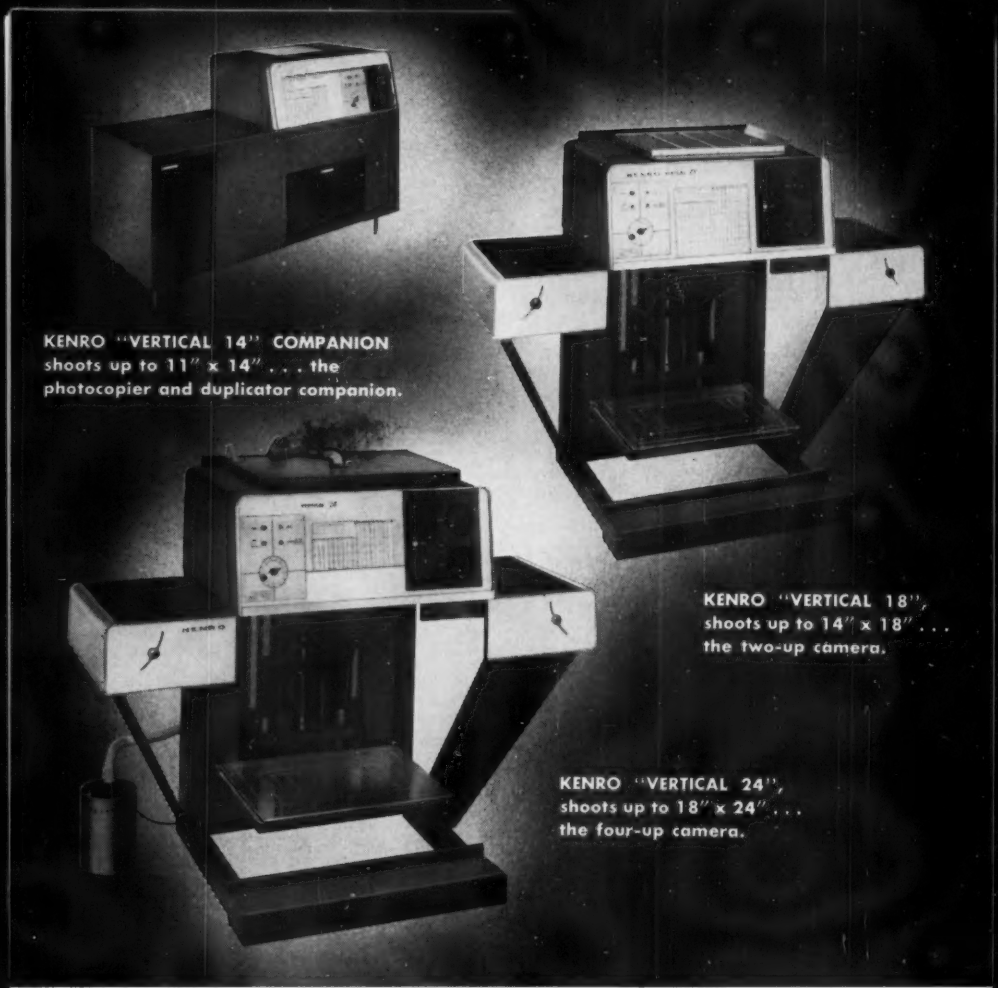
Printed Patapar Translucent office forms will add even more readability, speed, convenience and ease to your daily communications. The carefully prepared surface of this Translucent Parchment is ideally suited for the sharp and precise printing necessary in form make-up. This same quality eliminates feathering, regardless of the type of pencils, pens or typewriters used to fill in the forms.

75TH ANNIVERSARY · SPECIALTY PAPERS FOR INDUSTRY · SINCE 1885

PATERSON PARCHMENT PAPER CO.
BRISTOL, PA.

Sales Offices: New York, Chicago
West Coast Plant: Sunnyvale, California

For More Information Circle No. 219



Which Kenro Vertical Camera is best for your work?

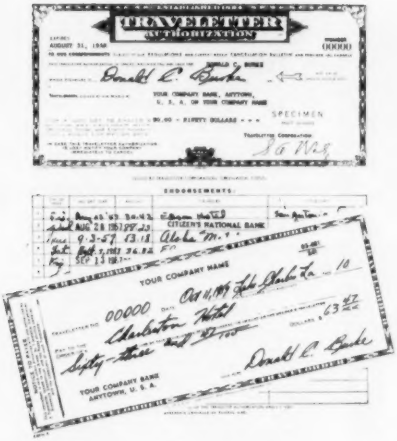
All are new, modern, engineered for versatility, accuracy, ruggedness and ease of operation. All have new features that improve production and broaden usefulness for every application.

It's the size of image that governs the choice. If you want to shoot 8½ x 11 copy four-up or expose a full size newspaper page at same size, then choose the Kenro "Vertical 24". If your copy comes two-up, then the "Vertical 18" is best for you. If your copy calls for shooting one-up, or your work is exposing duplicator masters, then select the "Vertical 14" companion.

Write for all the facts on Kenro Cameras and related accessories Then you'll know which Kenro fits your requirements best.

KENRO GRAPHICS, INC. Dept. F-8, Cedar Knolls, New Jersey

For More Information Circle No. 264



The Traveletter® System For Expense Reimbursement Gives You Triple Protection

Because of *Traveletter's* unique system, you may set a specific weekly limit to fit the needs of each one of your travelers. For instance, one traveler, covering a small area, can have a $40.00 weekly limit, or less. Another, who travels extensively, could be assigned a weekly limit of $225.00, or more.

What does this mean to you, Mr. Employer?

1. It means ***protection,*** because once this limit is established, The ***Traveletter*** Authorization is endorsed in much the same manner as a bank letter of credit. You are thus protected against unwarranted or excessive withdrawals.

2. It means ***double protection*** because you can refuse payment on any ***Travelorder®*** draft not drawn as authorized: ***Traveletter*** assumes this responsibility. This means tight control and no risk for your company. Your bonding company premium will not be affected.

3. It means ***triple protection,*** because you can, by a simple phone call to us, quickly cancel a ***Traveletter*** Authorization, should a traveler leave your employ or be suddenly terminated.

If your present system, or any other system under consideration does not give you this protection and control, you should investigate The *Traveletter* System immediately.

Descriptive Brochure on Request

Traveletter®

Traveletter—Reg. U. S. Pat. Off.
Travelorder—Reg. U. S. Pat. Off.

. . . Modern System for Handling and Controlling Travel Expenses Since 1894

TRAVELETTER CORPORATION • GREENWICH 3, CONNECTICUT

For More Information Circle No. 210

NEW RING-MASTER ELECTRONIC INTERCOM SYSTEM SEEKS REPRESENTATIVES

For many years, Scandinavia has been recognized for its advanced business techniques. Norway, with a population of 3 million, has greatly expanded in recent years and today buys 2,500 dictating machines a year. This represents a sales volume of $560,000 (18c per capita).

Although ELECTRONIC INTERCOMS are new, sales already are comparable to dictating machines. You can realize the enormous possibilities in your own country. Sweden with 9 million population needs $2 million of ELECTRONIC INTERCOMS a year —and is getting them! Denmark (pop. 4 million) needs $600,000; etc.

Earlier types of two-way intercoms have been largely superseded by this speedy and efficient method. The few practical electronic loudspeaker systems on the world market today are engaged in lively competition for the rich awards to be won in this enormous potential market. RING-MASTER is at the head of the field. To substantiate our claims, here are the facts about RING-MASTER:

- **Smaller than a normal telephone, the desk unit (beautifully styled in unbreakable plastic) gives you:**
- **Push-button dialing of from 2 to 2000 stations.**
- **No-hands conversation with option of converting to manual control at any time during a call. The system incorporates:**
- **Privacy features at your command.**
- **Visual or audio paging.**
- **Centralized dictating.**
- **Music while you work.**
- **Line-link equipment.**
- **Staff location systems.**
- **Special installations for schools, hospitals, mines, ships, etc.**

Experience has proved that the electronic RING-MASTER reduces by four-fifths the time consumed by calls on ordinary hand-set-dial telephones. RING-MASTER in no sense competes with the external function of PABX telephone systems, the value of which is often reduced by overloading with internal calls. RING-MASTER frees your telephone for external calls. In fact, 80% of the RING-MASTER systems in use are installed parallel to new PABX systems.

Promoting a modern product with high sales potential, when it is both new and of proven value, is always an attractive proposition. It calls for the right organization at the right time. The time is NOW! We already have brilliant young representatives in the European, American and African markets. Our expansion program demands new and active representation in the following area:

U.S.A. (except New York, New Jersey, Connecticut). Canada and some other countries.

An agency to market and install the RING-MASTER should have a good sales force (such as an office equipment dealer) and a technical staff competent to handle electronic intercommunication systems. A certain investment for inventory, advertising, training, etc., is necessary, and the means for this must naturally be available. Sales and technical training facilities will be at the agent's disposal.

Full details of the RING-MASTER system will be mailed immediately to suitable applicants on request. Please indicate the scope and ability of your organization in a letter to:

GUSTAV A. RING A/S

Export Dept., Akersgt. 8
Oslo, Norway

For More Information Circle No. 365

FOUND

. . . a terrific profit potential by dealers who switch to R. C. Allen's complete Add-O-Matic adding machine line.

Learn how easy it is to make a full dealer profit with the complete Add-O-Matic line—the line that meets competitive prices and beats any make with powerful selling features.

R.C.Allen
Business Machines, Inc.

668 FRONT AVENUE, N. W. • GRAND RAPIDS, MICHIGAN

Adding Machines • Bookkeeping Machines • Cash Registers • Typewriters • Safes and Files • Carbon Paper and Ribbons • Precision Aircraft Instruments

913

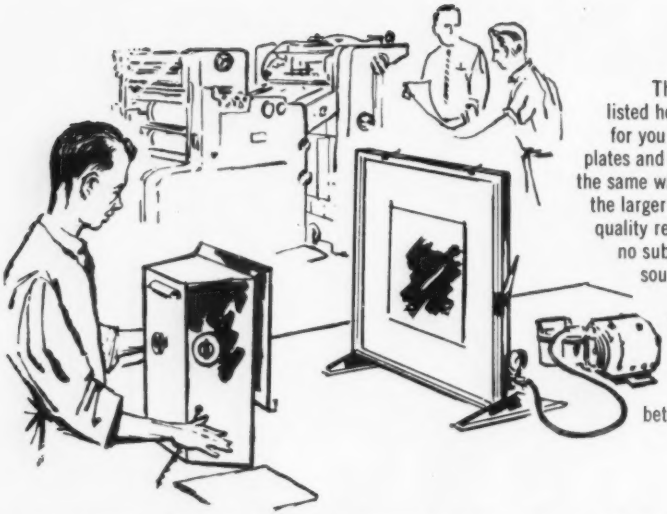
Please send me information on a protected R. C. Allen franchise.

NAME _____

ADDRESS _____

CITY _____ STATE _____

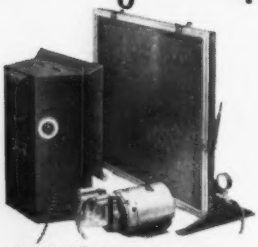
For More Information Circle No. 269

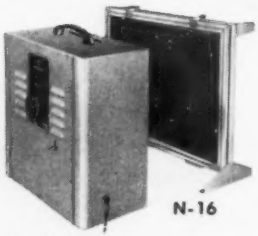


The inexpensive units listed here make it possible for you to make your offset plates and duplicating masters the same way they are made in the larger printing plants. For quality reproduction, there is no substitute for the point source light in a nuArc arc lamp. All units incorporate a "live" rubber one-piece molded blanket for perfect contact between flat and plate.

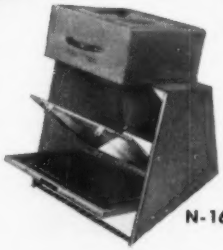
FINER REPRODUCTION—LONGER RUNS

when you expose with a nuArc *arc lamp*





N-16



N-16W

No. 1722-20
For plates up to 21" x 25". Aluminum glass frame . . . steel vacuum frame. Hinged at feet. Complete with arc lamp, 5-min. timer, motor, pump, gauge..... **$259.00**

No. 1722-20A. Same as above, with automatic arc lamp. **$305.00**
Frame and gauge only.. **$125.00**
Arc lamp only..... **$115.00**

No. N-16
For plates up to 12½" x 17½". Steel construction. Manual arc control.

Frame and arc lamp	$129.00
Frame, arc lamp, pump and motor	$186.50
Frame only	$ 55.00
Arc lamp only	$ 85.00

No. N-16W. Fully enclosed version of N-16..... **$139.00**
With pump and motor..... **$196.50**

For complete description, send for Bulletin

nuArc COMPANY, INC.

General Office and Factory: 4110 W. Grand Ave. • Chicago 51, Ill.
Sales and Service: New York • Los Angeles

For More Information Circle No. 208

HERE'S WHAT YOU SHOULD KNOW ABOUT

OFFICE MAILINGS AND MAIL AID® LABELS

Many modern offices have found Mail Aid addressing labels the answer to faster, economical mailings.

There are Mail Aid labels to suit practically any addressing system. Available in perforated sheets of 33 labels, they are manufactured in both single sheets (Dupli-Stickers® or Dupli-Quik®) and carbon-interleaved sets (Dupli-Snap®) designed for use when multiple copies are required. Addresses may be transferred on any of the various types of duplicating equipment, or copied by typewriter or accounting equipment. Your stationer can help you select exactly the right label for your system.

Where volume mailings are a problem, these labels can be applied automatically with Eureka's Mail Aid Applicator. The Applicator will label up to 13,000 pieces an hour, depending upon length, type, and thickness of stock. If volume mailings are *your* problem, write to Eureka for information.

LOOK FOR THE EUREKA® TRADEMARK

EUREKA SPECIALTY PRINTING COMANY
Box 149 • Scranton 1, Pa.

☐ Please send literature on Mail Aid labels
☐ Please send literature on Applicator

Name _____ Title _____
Firm _____
Street _____
City _____ State _____

® TM REG. U.S. PAT. OFF. DUPLI-STICKERS, DUPLI-SNAP AND DUPLI-QUIK ARE REG. TRADEMARKS IN CANADA.

For More Information Circle No. 243

Diehl

Automatic
Calculating Machine

Diehl

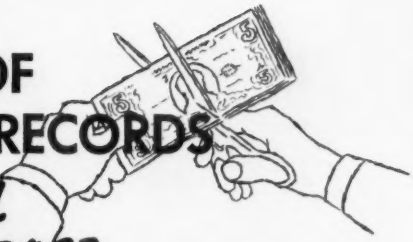
CALCULATING MACHINES, INC.

527 MADISON AVENUE, NEW YORK 22, N. Y.

Telephone: ELdorado 5-6066

For More Information Circle No. 250

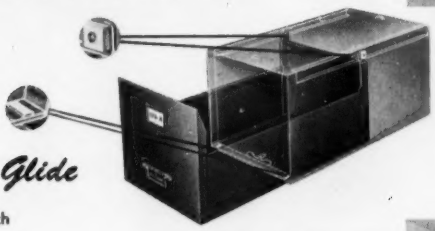
CUT THE COST OF STORING YOUR RECORDS



with RF *DUAL PURPOSE* NYLO-GLIDE FILES

JUST COMPARE!

Dual Purpose file units are so reasonably priced you can afford the permanent protection and operational savings of a quality record storage system . . . and . . . they are so attractive and functional they make an ideal active reference file.



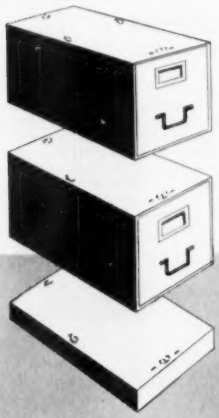
ONE FILE FOR BOTH ACTIVE - INACTIVE RECORD HOUSING

Dramatic savings in initial cost . . . maintenance . . . access time . . . space utilization . . . expansion ease.

Nylo-Glide
Effortless—
Feathertouch
Operation

Drop Handle
90° Stop
Prevents
Pinched Fingers

Label Holder
Instant
Record
Identification



ADD AS MANY
UNITS AS YOU NEED

SAVE SPACE!

For efficient record transfer from active reference areas to storage area, simply exchange the fully loaded file unit with an empty unit from your storage area . . . it is fast, practical, economical.

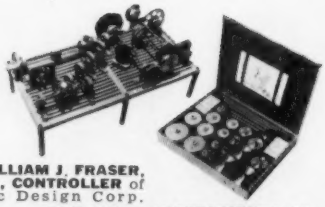
Add a base unit and you have a file unit tailored to meet your specific needs . . . manufactured by the creators of EXPANSION PLANNED file units for all record filing systems.

RF RECORD FILES INC.
WOOSTER, OHIO

For More Information Circle No. 204

MODERN EXTERIOR of Pic Design Corporation.

WILLIAM J. FRASER, JR., CONTROLLER of Pic Design Corp.



PRECISION INSTRUMENTS like these are made by Pic Design Corp.

THIS NATIONAL SYSTEM paid for itself in less than fifteen months.

"Our *National* Accounting System saves us $11,000 a year... returns 87% annually on investment!"

—**Pic Design Corporation,** *East Rockaway, N.Y.*

"The results provided by our National Accounting System have been most rewarding," writes William J. Fraser, Jr., Controller of Pic Design Corporation, subsidiary to Benrus Watch Company.

"Since installing this modern National System, we have realized new speed, accuracy, and efficiency in our record keeping. Our National '32' swiftly handles Sales, Cash Receipts, Cash Disbursements, and Purchases. This precise, up-to-date information helps us evaluate sales, costs, and inventories far more effectively than before. We also use a National '34' for compiling our payroll. Like the National '32', its speed and accuracy save us much valuable accounting time. Another thing, our National System is extremely reliable. Has eliminated down time which was frequent under our former method.

"Finally, our National Accounting System saves us $11,000 a year . . . returns 87% annually on investment."

William J. Fraser Jr.

Controller of
Pic Design Corporation

Your business, too, can benefit from the many time- and money-saving features of a National System. Nationals pay for themselves quickly through savings, then continue to return a regular yearly profit. National's worldwide service organization will protect this profit. Ask us about the National Maintenance Plan. (See the yellow pages of your phone book.)

*TRADE MARK REG. U. S. PAT. OFF.

*National**

ACCOUNTING MACHINES
ADDING MACHINES • CASH REGISTERS
NCR PAPER (NO CARBON REQUIRED)

THE NATIONAL CASH REGISTER COMPANY, Dayton 9, Ohio
1039 OFFICES IN 121 COUNTRIES
76 YEARS OF HELPING BUSINESS SAVE MONEY

For More Information Circle No. 211

How Trust in Employees Saved 26 Million Forms in a Year

TWENTY-SIX MILLION forms a year, as well as all timeclocks, were eliminated by Marks & Spencer Ltd., British chain store since it began paperwork simplification in 1957. Keystone of the program was management's trust in its employees, *e. g.*, stockroom receipts were discontinued on the theory that stock clerks were honest. Management trusted its customers, too, complaint forms being disregarded and exchanges made without question. Commented a spokesman for the chain: "Basic *honesty* of people made the plan work." This is in marked contrast to some lugubrious U.S. experts who suggest that America is becoming a nation of embezzlers. How well a basic trust in people pays off is detailed in the article that follows.

There are 237 Marks & Spencer stores with about 25,000 employees of whom nearly 2000 work at head offices in London. In 1957, the com-

Forms eliminated in the 237 Marks & Spencer stores.

pany faced increased operating costs. This meant higher prices—a policy directly opposed to that which the chain had followed for many years. Raw material prices were something over which it had no control, but it could control operating costs and either stablize them or reduce them. Management issued a directive that everybody from top executives down should take vigorous action to get rid of wasteful practices. It emphasized that this was not an economy campaign. There were to be no impractical savings, and stadards were not to be lowered.

Too often work study is aimed at improving systems and procedures. Seldom is the basic question asked, "Is the system needed at all?" It requires courage and authority to sweep away systems without replacement and to streamline to the point where it begins to hurt. Work study becomes ineffective unless there is a positive interest and drive by top management. This drive was called Operation Simplification and, in terms of both paper and practice, its slogan became simply, "If in doubt, cut it out."

The company had a complicated system of recording sales, inventory and requirements that, while theoretically sound, resulted in a mass of undigestible statistics and data. This system was thrown out and employees found they could then pay attention to the goods and not to figures related to them. Essential summaries still remain; many simple ways were developed for giving stores a reasonably balanced supply of goods; and the company's balance sheets over the last three years have testified to the results (Fig. 1). The principle emerging is that of "sensible approximation". By the action taken in this and similar fields, the number of forms eliminated by the company amounted to 26 million per year (Fig. 2). The result was a more simplified and more personal business.

An example of the forms reduction produced by the work simplification program.

It became apparent early in the program that each new step in simplification meant that the system could operate with fewer people. Since most of the chain's employees are female, there is a turnover for obvious domestic reasons. It stopped replacing those who left and, as simplification proceeded, personnel declined. At the same time, it redeployed people from unproductive to productive work. An important step was the breakdown of artificial barriers which arose within stores as employees became specialized. For instance, there were stockroom specialists, whose function in the stockroom—isolated from the sales floor—was to deal with stock order forms made out by salesclerks, to sort stock and deliver it to counters. This practice was abolished.

The stockroom was thrown open to all so that clerks could simply go up and replenish counters. This saved paper and time, speeded up the flow of goods and made clerks more interested in their jobs. Girls at the counters were now running their own shop. Since pressure of business in the retail trade is uneven, there are times when salespeople can help the stockroom or clerical office. There are times when everybody behind the scenes is better employed selling. With free interchange of work, personnel were more fully employed. Specialization was virtually eliminated and everyone below management and supervisory grades was called "general staff."

Employees are an investment. Time and money spent on training, a good

YEAR	BUSINESS VOLUME	PROFIT Before Taxes	PROFIT After Taxes
1955	£108.4	£ 9.2	£4.4
1956	119.4	10.1	4.9
1957	125.0	12.8	5.6
1958	130.4	14.1	6.2
1959	134.4	15.0	7.7

Fig. 1. Marks & Spencer's balance sheet. (All figures are in millions.)

deal of it concerned with clerical work, is difficult to absorb. Elimination of clerical work has meant speedier training, and more speedily efficient employees. The firm continued to cut personnel for over a year resulting in some 20% fewer employees. Reduced labor cost—greatest expense in any retail operation—made a substantial economy. This was passed on to the public in lower prices and improved facilities, and to employees in higher salaries.

If a supervisor is worth her salt, she knows the people under her—their strengths and weaknesses — and she knows whether they are punctual or not. The company abolished timeclocks. This saved time, personnel and money. Punctuality actually improved and the move was very popular with employees. From this and many similar instances, the important general lesson emerged, that if people are trusted and their self-confidence so increased, management control can be achieved by occasional spot checks. This is more economical than permanent control systems and more satisfactory in terms of morale.

A further principle that emerged was "never legislate for exceptions", *i. e.*, never attempt to dot all the i's and cross all the t's. It is tempting to collect and amplify instructions into manual form. People become manual minded, the number of manuals and the size of each manual grows. Whenever a new situation arises, however trivial, an amendment is made and eventually everyone works by the book. The alternative adopted when management eliminated manuals was to entrust those in supervisory positions to be guided by the dictates of common sense and to work by the spirit of regulations rather than by the letter.

Formerly detailed records showing the goods received from suppliers, stock withdrawals for the sales floor, and the balance of stock remaining were kept in each store's stockroom. Stock order forms were written by salesclerks when they required goods, and whenever goods went back to the stockroom, entries were made in the stock records. All these records have been eliminated. The stockroom locks were removed and the clerks were able to withdraw goods whenever necessary. Clerks now take a much greater interest in the maintenance of a well-stocked counter than they did before. Knowing the stock position at first hand, they are able to satisfy customer requirements more promptly and effectively.

Previously a record of the orders placed by the stores was kept by retaining a confirmation copy of the order form. Detailed particulars of shipping containers received were also entered in a ledger. When the goods were received, details were entered on goods received forms in triplicate. In some stores the goods received forms were summarized daily for local management. Goods received forms were abandoned. Instead, the confirmation copy of the store order or head office advice form, marked to show the quantities delivered, is used for checking deliveries. The containers received ledger was simplified and suppliers pressed to use nonreturnable containers. As a result, the consignment forms used for empties (formerly 800,000 a year) were virtually eliminated.

In each store a set of some 500 catalog cards was in use; reprinted and reissued by the head office every six weeks. From these cards, data about the sales and stock position of 2800 items were entered on check lists that were sent to the head office every 14 days. Copies also were sent to certain other departments that assisted in ordering and distribution. In the revised procedure, the cards were eliminated. Check lists were amended to allow stock totals to be entered directly and were drastically simplified. Detailed enumerations of items in all shapes, sizes and grades were abandoned for more general headings covering main lines of sales only (about 950 items). It was found that experience enables individual stores to determine the sizes, colors, styles, etc., in greatest demand and to make requests accordingly. So accounting was reduced to the single item. Most of the supplementary reports to other departments were discontinued.

Previously the totals of invoices relating to incoming goods at each store were entered on ledger sheets daily, and a summary sent to headquarters weekly. An initial simplification abandoning store records with invoices by sending them to headquarters in daily batches, was superceded by a bulk invoicing system. Manufacturers sent a bulk invoice direct to the head office. This invoice covered one or more new delivery instructions or batches of store orders. An annual total of 3 million was replaced by 250,000 invoices.

When ordering goods through the head office, sales made and stocks held were entered on order forms against

Fig. 2. Annual Saving in Forms

Application for Advice Notes	8,000
Branch Stock Ledger Sheets	250,000
Canteen Accounting Forms	25,000
Case Book Sheets (Head Office Copy)	100,000
Catalogue Cards	1,000,000
Chargeable Empties Consignment Notes	400,000
Checking Lists	1,000,000
Departmental Sales Adjustment	70,000
Discrepancy Slips	35,000
Equipment Catalogue Cards	3,000
Equipment Order Forms	30,000
Equipment Stock and Usage Sheets	40,000
Goods Received Slips	10,500,000
Inventory Cards	12,000
Invoices from Merchandise Suppliers	3,000,000
Inward Mail Record	150,000
Manual Amendments	120,000
Merchandise Complaint Reports	500,000
Non-Chargeable Empties Consignment Notes	500,000
Notification Post Cards	10,000
Order Books	20,000
Overdue Advice Forms	10,000
Payment Forms	75,000
Precut Cake Order Forms	20,000
Price Ticket Catalogue	250,000
Printed Notices	5,000
Punched Card System	500,000
Record of Cash on Premises	12,000
Returnable Empties Sheets	60,000
Returns to Manufacturers Forms	250,000
Sales Calendars	12,000
Staff Changes and Absence Reports	12,000
Staff Report Forms	25,000
Stock Control Cards	600,000
Stock Order Forms	2,500,000
Store Order Cards	100,000
Store Sales News	10,000
Substitution Report	20,000
Sundries Invoice Books	25,000
Tests for Sales Assistants	8,000
Time Cards	1,000,000
Transfer Notes	200,000
Waste and Reduction Sheets	500,000
Miscellaneous Forms - Stores	750,000
" " - H.O.	750,000
Total Pieces of Paper	26,000,000
Expressed in Weight	120 tons

Below: before and after simplification.

A general clerical area in the offices of Marks & Spencer Ltd., London

each item. These figures were used to control orders for individual items. Now orders are controlled on total requirements only and detailed composition of orders is the responsibility of the store manager. Accordingly all sales and stock figures are omitted from the forms.

Previously a slip was created in the store on each occasion that goods were sold below normal price (*e. g.* when soiled) and the loss for each store was carried in a discrepancy account. These figures were found of little value when judging the sales results of a store as a whole and they have been discontinued. This has eliminated calculating and recording 1.25 million items annually.

Formerly an elaborate wage analysis was made from basic store records and from punched cards because the salary totals were reconciled with the actual total paid as shown by the company's accounts. It has now been recognized that, for control purposes, only the basic wage costs are required and it is unnecessary to reconcile the wage analysis with the actual wages paid. The elaborate analysis and the punched cards have been eliminated. The payroll for some 50% of employees is now produced mechanically at the head office and many detailed wage records previously kept by stores are eliminated.

Previously, over 400 items were examined by 43 auditors and 43 stocktakers. Inventory calculations were made by stocktakers who also completed the final stock results. Now auditing and stocktaking are a combined operation and fewer items are ex-

amined. As a result, 28 audit employees have been released for other duties. Auditing calculations are performed at the head office by calculator operators as fill-in jobs.

Only sample checks of transportation invoices are made. It was discovered that the cost of time devoted to checking these accounts bore little relation to the savings effected. Instead of a 100% check, a controlled sample check is now made.

Previously the head office held 20,000 personnel cards and 20,000 absence cards. Nearly 60,000 punched cards were created each year for these records. Now absenteeism statistics are not collected. There is no longer any clocking in at stores, reliance being placed on the supervisors visual check of timely attendance. A monthly summary, giving a simpler and broader breakdown of data, has replaced personnel cards and detailed weekly summary sheets.

The various changes in the stores' procedures naturally involved changes at the head office where departments now receive substantially less data. They eliminated about 50,000 central inventory cards of office equipment; and suppliers' contracts were simplified to reduce typing. Records of contract particulars in buying departments were also abolished because the original contract provided a sufficient record.

To sum up, operating costs were reduced and savings were passed on to customers who, since the beginning of the program, have saved over $14,000,000 in lower prices. This is a contribution to the war against inflation and to the raising of living standards. Employee morale has been improved, the abolition of unnecessary paper and efficient use of the time saved leading to their improved knowledge of the goods they handle and better understanding by management of the people it manages. Marks & Spencer believes people want not only to work, but to work purposefully. With the simplified operation, it also became apparent that it pays to trust people.

"We simplified our procedures while you were on vacation and reduced the staff to one. You're it."

More than 100 Douglas Aircraft engineers commute to their jobs via chartered plane at a cost of $50 per month per commuter.

New Methods of Commuting to Work

COMMUTING PROBLEMS are fast coming to the fore as a major headache for management and labor alike. Both white and blue collar workers spend an increasing amount of time and energy getting to and from their jobs with consequent reduction in their work output and general efficiency. As railroads and bus lines hold out for fare increases or reduced passenger services, more and more commuters take to the road in their own cars. As a result, snarled highways and jam-packed parking lots have become commonplace throughout the country. Faced with this transportation snafu, many suburbanites are getting together and coming up with ingenious ways to beat the game.

For instance, employees of the Bank of America, Pacific Telephone & Telegraph Co. and other companies in San Francisco got together and leased their own Volkswagen bus. Every evening the pale green vehicle picks up the group outside the bank. Less than an hour later these suburban dwellers are home, faster

(Continued on page 90)

Offices Circa 2000

LAWRENCE LERNER, President,
Michael Saphier Associates, New York

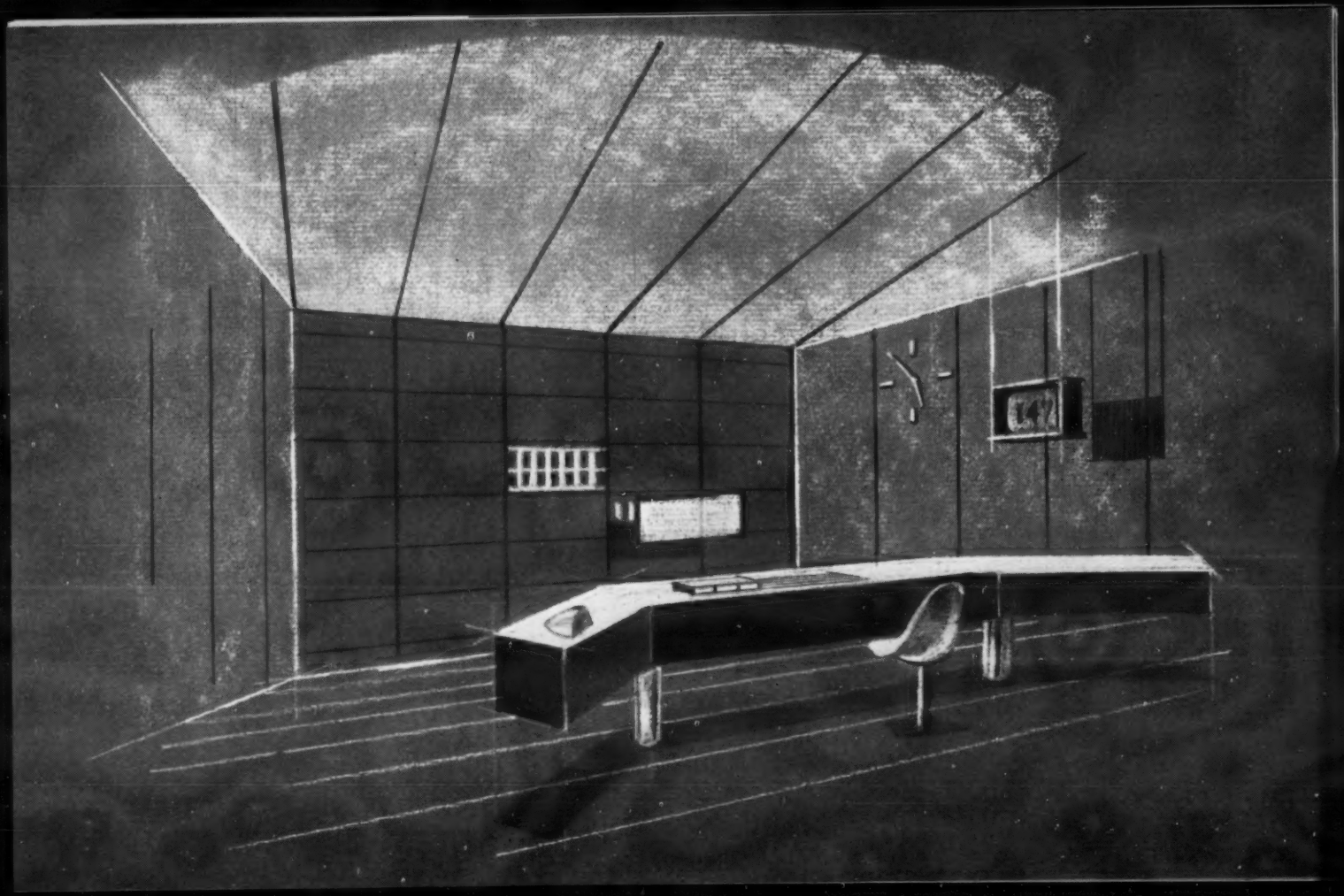
THE OFFICE CIRCA 2000 is dream stuff for the planner and designer of today. Yet mingled with these dreams for the future we, in planning and design, are powerfully influenced by situations in the present. We know that tremendous forces are at work that will influence not only the appearance of the office of the future, but also the sort of work that will be done in it and the type of people who will work there.

One of these forces is the increasingly higher per square foot rentals of office floorspace due to the diminishing areas in urban centers on which office buildings can be built. This means that the productivity of the office will perforce have to increase in relation to the number of square feet used, contrary to the present trend whereby productivity is actually decreasing as offices grow larger.

Another force is the steadily diminishing efficiency of office workers that has only temporarily been solved by additions to personnel. Anyone familiar with the quasi-humorous theories of Prof. C. Northcote Parkinson will certainly appreciate this point. Unprecedented automation of clerical work will of itself arrest much of the necessity for more and more space and, as it has done in the plant and other productive areas of industry, automation will create its own special breed of office technicians.

Let's imagine the office of an executive about the year 2000. The room itself will be physically smaller than is usual at present, though the actual utilized floorspace will be larger. This will be achieved by the unitizing of walls with functional furniture—desks, cupboards and file cabinets; and the elimination of practically all currently recognized office machinery.

Our executive will sit at a desk that could be a casual table no more than two feet square. His mail will consist of a tiny packet of plastic transparencies similar to microfilm. These transparen-



cies will *not* be delivered by the post office (that will probably have been out of existence for more than a decade) but will come directly from the receiving and transmitting room that every large office will have or, alternatively, from a pool communications operation in every office building for smaller companies that do not wish to operate their own facility.

These interoffice communications rooms will automatically receive, over both wire and radio systems, electronic impulses stimulated by voice and transcribed on the small plastic transparencies. The executive of tomorrow will slip one transparency after another into a slot in the surface of his desk and listen as his correspondent talks. He will stop and start the transcription as he wishes, dictating his reply either as he listens or when he is finished.

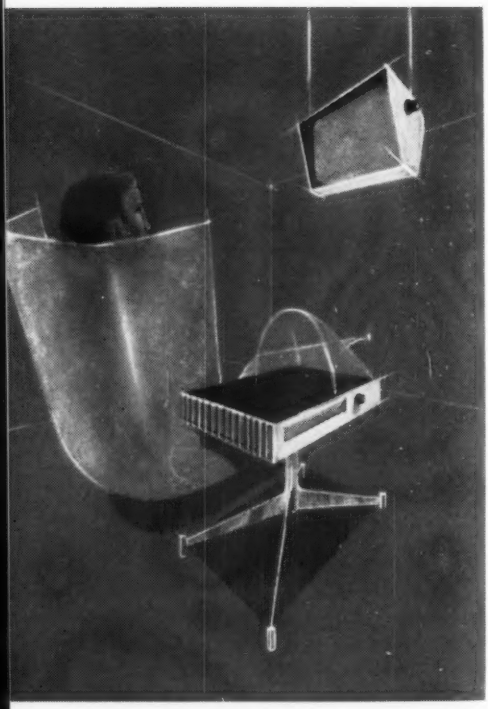
When each transparency has delivered its message it will go by pneumatic tube to a pre-selector filing system built into the office wall. The dictated reply will go out from the communications office to the appropriate recipient who will have similar mechanisms in his offices. At the same time, a transpareny copy of the message will be made and automatically delivered to the pre-selector for filing with the original.

There will be no private secretaries, no stenographic pools, no messengers and no need for any employees in the office other than the executives themselves. Office conferences will be virtually eliminated by use of highly sophisticated closed circuit television running to composite screens in each executive office. Incoming calls will be handled semiautomatically by the executive himself who, on the appropriate signal, will throw a switch, view the caller and, by use of a selector control, speak on a face-to-face basis or activate a recorded message stating that he is not available.

Dependent on the automated dictating and transmitting setup, filing systems will be housed in the walls of offices and will occupy no more than a width of 4″. They will be operated by a pushbutton control that will bring a transparency to the executive's audio-video unit within seconds. Wall filing systems are possible now for normal sized filing though, naturally, the walls between offices would have to be some 15″ thick to accommodate present correspondence.

This wall file might well be the base component of the physical office segment and should be kept in mind as we now go on to discuss floors, ceilings and the other three walls. The second wall, if ours is a perimeter office, would be the facade wall of the building itself. The third wall would contain the door and such tools as business publications, catalogs, abstracts—all of course on audio-video transparancies filed in the

The office of tomorrow may be physically smaller than is usual today, though the actual utilized space will be larger. Walls will be unitized with functional furniture: desks, cupboards and files. Almost all currently recognized office equipment will have disappeared.



A small casual table will serve as a desk from which an executive will listen to his correspondence on audio transparencies. Closed circuit TV with composite screens in each office will eliminate the need for conferences.

pre-selector unit. The fourth wall will contain such functional furniture as settees, easel type desks, etc.

The floor and ceiling of the office will be components serving practical and multiple purposes. Ceilings will contain everything necessary for acoustics, lighting and what we presently call airconditioning. They will also house apparatus that will convert light into energy, into heat and into the generation of airflow.

The floor will be the upper component of the ceiling below and will be the conductor of heat to the office just as the ceiling will be the conductor of light and cooling. These office segments will be prefabricated, preassembled and brought to office structures as units to be inserted (see cover illustration) into the building on any floor level by means of hoists and rails. These segments will be replaceable when different shaped spaces are required within the building or will be capable of being moved from floor to floor as needed.

Today, practically no element of an office is actually constructed on the job with the exception of block partition walls. Everything else is prefabricated and while certain items—paneling for instance—may need fitting on-the-job, these still are made in shops and factories. By the year 2000 every element —walls, floors, ceilings, integrated furniture, even certain office equipment—will be assembled at the factory as an entire office unit, moved to the site of the building and, since the structure will be so designed, swung into position. The design of the building will embrace a shaft structure which, as well as accommodating the vertical movement of the prefabricated offices, will serve as an antenna to capture light and heat energy for storage within the building. When changes are necessary, the segments will be removed and new segments installed or added much as is already being done by many offices equipped with modular furniture and equipment. In other words, the modular idea is likely to be extended from the parts to the whole.

Effective Organization Development

The twelfth in a series of articles by Harry L. Wylie, Assistant Secretary-Treasurer, Pure Oil Co., Chicago, covering the basic office functions and showing how office methods can be improved—especially in medium size and smaller companies.

AN ORGANIZATION is the structure by which men, methods, machines and materials are brought together to produce a working force capable of carrying out the objectives established by management. Decentralization of authority through delegation has been accepted as a principle of good management and as a means of organization development. However, many enterprises depend almost entirely on the abilities and experience of one or two top managers who are reluctant to give up the reins to younger executives. This is particularly true of small to medium sized companies that owe their growth to the abilities of their founders and depend on their longevity for continued success. With few exceptions no one is being groomed to carry on. These companies even have difficulty holding capable employees because one-man rule offers little to ambitious persons.

Large companies need several layers of management. Chance, if not premeditated training, brings forth a capable person when crisis develops an opportunity. If development is premeditated and orderly, organization development and perpetuity are assured. Large companies, however, often lack flexibility because of specialization of function. The proximity of employees in smaller counterparts develops a variety of job knowledge not found in highly departmentalized organizations. In small companies, employees work on many operations and thus are in a position for job enlargement.

Organization development should be a long-range program, resulting from planned attainment:

1. *Let the employees know how they stand.* If the premise that many employees have some cause for dissatisfaction with their jobs and organization relationships is accepted as reasonable (and possible), it is also reasonable that the cause of dissatisfaction springs from lack of contact with immediate management in respect to the employees' desire to know how they stand. It is assumed that each employee can evaluate his success from external evidences commonly accepted as reflective of the company's attitude. This is an erroneous assumption because the best evidence of job success is financial recognition (with or without attendant promotion). It is impossible for any organization to continuously demonstrate its approval of an employee's meritorious performance by salary increases. If management depends on tangible evidences of job success as its sign of approval, it forces employees to request increases. The exhilarating effect of a salary increase

springs more from the personal satisfaction of recognition than it does from increased purchasing power.

To develop an organization, it is good to have immediate departmental management evaluate its personnel and discuss with each employee his strengths and weaknesses. Use the information developed by employee performance evaluation as a basis for counseling the employee on corrective measures. Capable employees have to be discovered, trained and developed.

2. *Develop flexibility.* A number of years ago one of the management associations published an article on the use of the organization chart as a means of analyzing the coverage of understudies for all key positions. The definition of a key position included three categories: (1) positions which had to be staffed each working day because of the work performed (for example, switchboard operator, receptionist, cashier, etc.); (2) positions which required long periods of training due to the specialized

SUMMARY OF CONTROL REPORTS

Area of Control	Type of Control Report	Frequency of Preparation
1. Organization and Management.	1. Organization charts. 1.1 Conventional. 1.2 Depth of management and their age. 1.3 Promotional sequence. 1.4 Functional.	1. Every 2 or 3 years depending on care by which changes are recorded.
2. Methods.	2. Work flow charts. 3. Flow process charts. 4. Time analysis (total elapsed time required to complete a task).	2. Initially and whenever changes are made. (also applies to 3 and 4).
	5. Production index unit analysis (any unit of work which can be used to measure and compare composite variations in the productivity of a group of employees).	5. Monthly.
	6. Job analysis.	6. Initially and whenever changes are made in job content.
	7. Work distribution analysis. 7.1 By routines. 7.2 By departments. 7.3 By individuals.	7. Initially and then only when changes are made if task assignments are standardized.
	8. Form, record and report analysis.	8. Every two years.

nature of the work and the volume of details learned only by practice (such as order auditors, buyers, etc.); and (3) positions which include supervision of the work and activities of other employees. Absence, short or long duration, of any key employee puts the company in a vulnerable position.

Organizing for smooth operation requires training employees to take over when regular employees are absent or on vacation. One of Chicago's largest merchandising firms reduced its sales staff and rendered better service to customers by training a group of employees to work in several departments. When the volume of work increased in any one of these departments, the "flying squadron" helped during the rush and moved from spot to spot as the need arose. Many companies use a similar technique to handle temporary overloads.

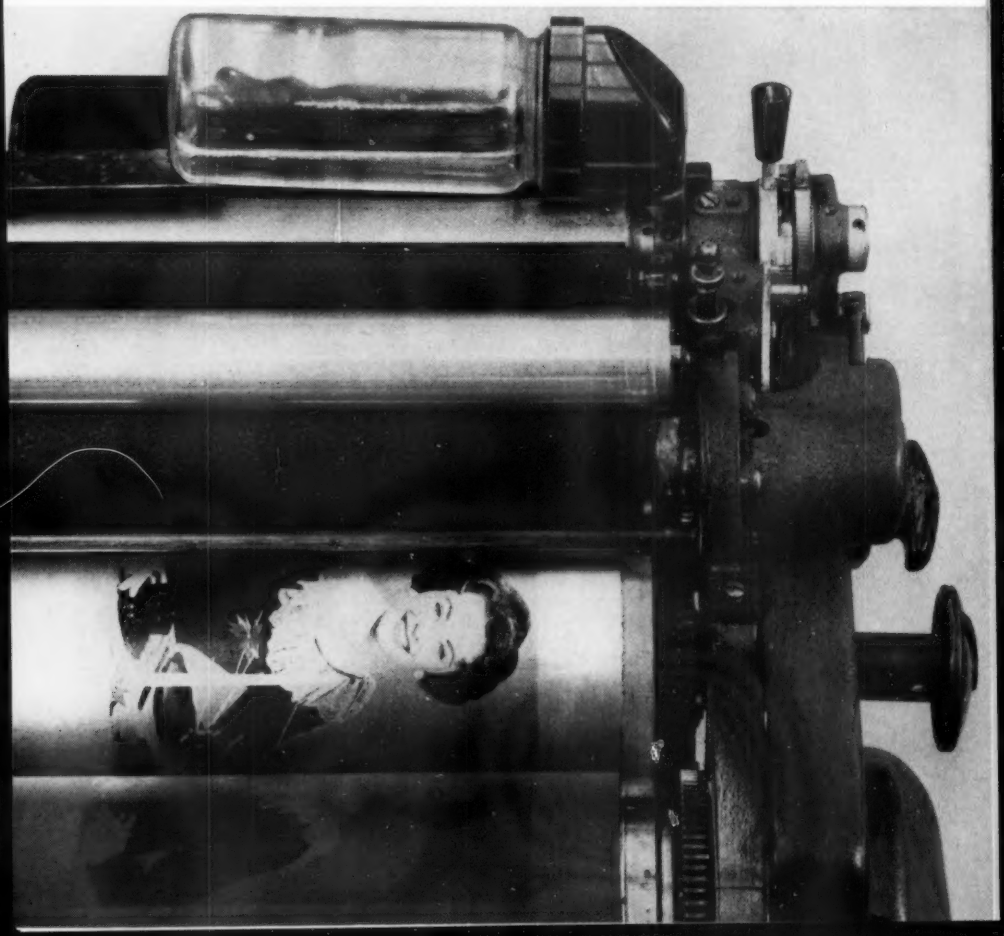
Developing an organization implies improvement in quality, not quantity, of personnel. When the survey tech-

3. Personnel and management.	9. Labor turnover analysis. 9.1 By departments. 9.2 By male and female groups. 9.3 By age groups. 9.4 By service groups. 10. Job evaluation (basic value of job classes). 11. Merit rating of personnel.	9. Monthly. 10. Initially and to be checked every 2 or 3 years. 11. Twice each year.
4. Physical facilities and environment.	12. Floor plan (arrangement of offices). 12.1 Depends on work flow. 12.2 Availability of space. 12.3 Functional contacts. 12.4 Contacts with public. 12.5 Centralized services.	12. Initially and whenever work flow, method and number of personnel change.
5. Expense control.	13. Budgetary control. 14. Periodic accounting reports. 15. Departmental expense analysis in comparative form.	13. Once each year with periodic revisions. 14. Monthly. 15. Monthly.
6. Equipment.	16. Equipment survey and Inventory. 16.1 Idle time of machine. 16.2 Analysis of maintenance cost. 16.3 Policy on trade-in and replacement.	16. Annually.
7. Management.	17. Organization growth studies. 18. Survey of key positions in management category.	17. Every year or two.

Have you heard? 3M's new Type "L" photo offset plate gives you the cleanest possible runs! Another of the many big advantages of this low cost, smooth aluminum surface plate

If you're plagued by poor impressions, if the jobs you run come off dull and dirty—it's time you turned to the new pre-sensitized 3M Brand Type "L" Plate. There's nothing like aluminum to give you the quality printing you want. The new Type "L" resists scratches and fingerprints, too. It virtually eliminates halation, rolls up fast. Additions and deletions are easy. Processing is one simple step. Best of all, the price is comparable to paper or plastic plates. For the cleanest possible runs, get the 3M Brand Type "L" Plate now!

3M PRINTING PRODUCTS DIVISION



nique is ignored, departments tend to become staffed with sufficient manhours of clerical personnel to meet their period of highest demand. This creates idle time when the volume of work falls below the peak level. It is normal to have peaks and valleys in the volume of clerical activities. Flexibility of selected personnel permits fewer persons to handle peak demands.

3. *Evaluate and reward superior service.* The growing tendency to reward all employees on a uniform percentile basis gives more emphasis to mediocrity than it does to efficiency. If the dependable, hard working, steady employee receives the same reward (%) as the fringe-value employee, no reason appears for the former to continue his conscientious application to duty except the personal satisfaction he gets from a job well done. Something of substance must be added if merit is there.

Companies which may be thoroughly conscious of the problems of increasing living costs, and may be vigorous in their efforts to reward merit, drift toward the cost-of-living type of salary adjustment and gradually resist the merit increase. There is no more difficult problem to handle when one tries to spread permissible (in respect to cost) increases to as many as possible. Merit increases go only to those who perform above the standard level. No cost-of-living adjustment should block additional merit consideration.

Many desire consideration, but relatively few tangibly demonstrate they are worthy of consideration. If management attempts to satisfy desire, the end-

Ask your 3M lithographic supply dealer about cleaner-running 3M Type "L" Plates or mail this coupon NOW!

3m

PRINTING PRODUCTS DIVISION

MINNESOTA MINING AND MANUFACTURING COMPANY
Dept. PBW-80, St. Paul 6, Minnesota

Please send me complete information about cleaner-running 3M Brand Type "L" Plates.

NAME _____

TITLE _____

COMPANY _____

ADDRESS _____

CITY _____ ZONE ____ STATE _____

MINNESOTA MINING AND MANUFACTURING COMPANY
ST. PAUL 6, MINN. ... WHERE RESEARCH IS THE KEY TO TOMORROW

For More Information Circle No. 368

Errors are annoying

—but CORRECTING IS AMAZING !

Graypoint Eraser No. 3650 (No. 365 without whisk)

There's nothing like a Graypoint to sooth a secretary's temper, to smooth away annoying errors, to save typing time!

Typists appreciate wood-cased Graypoint Erasers, made like a pencil, comfortable and convenient to hold, like a pencil. Sharpen in a pencil sharpener or with a knife, like a pencil—to a point that picks-out typing errors cleanest, fastest. Graypoints won't roll off typists desks.

Graypoint luxury gray rubber erases letters and words so easily that girls get a thrill out of these superb erasers just as soon as they use them. Quite likely, *you'll* never notice the erasures. Multiply the time each girl saves by the number of typists in your office and you'll see substantial reduction of overhead. Give your girls Weldon Roberts Graypoints.

Order from your stationer

WELDON ROBERTS RUBBER CO.

365 Sixth Avenue Newark 7, N. J.

World's Foremost Eraser Specialists

For More Information Circle No. 301

result will be general dissatisfaction. The policy which governs financial reward should be definite, clear, and generally understood by the employees. Even the lack of reasonable generosity can be partially compensated for by certainty.

4. *Periodically review policies intended to control salary rates.* Controlling the application of rates may be accomplished by (1) an annual review of company rates by management; (2) establishment of maximum and minimum rates for each job class; and (3) periodic comparison of company rates to area rates.

Salary administration is usually carried out by departmental management personnel who vary in their capacity as well as ability to handle human problems. Too often a grievance which springs from the factors of job performance may be solved by financial adjustment of a particular salary rate on the assumption that one can *buy* his way to managerial effectiveness. Top man-

"Hired a new secretary today—homeliest woman I ever saw."

COMPARE ADDRESSING COSTS

and You'll Select the Model 10 Scriptomatic Addressing Machine!

SAVINGS PLUS FLEXIBILITY . . .

Combination of addressing equipment and punch card procedures without sacrifices or compromises.

Card master that can contain record of the individual . . . that can be updated with additional information . . . that prints *directly* to a wide variety of mailing pieces.

Card master from which a hand impression can be taken at the files.

Mechanized statistical audit directly from punched card masters . . . automatic in-filing and extraction.

Minimum file space (120 to the inch!).

Selectively print and/or skip without rearranging master file.

COST OF NEAREST COMPETING EQUIPMENT VERSUS SCRIPTOMATIC MODEL 10

MACHINE X	$1,335	NEW MODEL 10	$1,990
Feeder	709	Feeder	690
Embossing Unit	1,560	Master Card Writer	670
(Typical Case History) 21,000 Plates* embossed and assembled	1,050	(Typical Case History) 21,000 Master Cards,* typed, including carbons, etc.	362
Required Filing Equipment	339	Required Filing Equipment	53
Total Cost	$4,993		$3,765

**Every installation has specific requirements. Use this typical comparison as a guide for determining your relative costs. The more masters you require the greater the gap of cost comparison between Scriptomatic Card Masters and other address plates or stencils.*

THE MORE YOU GROW THE MORE YOU SAVE . . . WITH SCRIPTOMATIC MODEL 10

Designed to bring Scriptomatic advantages within reach of small list users, the new Model 10 actually saves you more as your operations and your mailing lists grow. For example, costs for handling a list of 50,000 names with Machine X would be $7,074.00, as compared to Scriptomatic cost of $4,338.00. For 100,000 names, compare Machine X at $10,524.00 with the Scriptomatic Model 10 at $5,325.00!

WRITE FOR BULLETIN "ADVANCED APPROACH TO ADDRESSING AND DATA WRITING" TODAY.
SCRIPTOMATIC PRINTS FROM CARDS . . . WITH DOUBLE THE FLEXIBILITY . . . AT HALF THE COST.

S 1002R

Scriptomatic®

SCRIPTOMATIC, INC.

1101 Vine Street, Philadelphia 7, Pa.

For More Information Circle No. 213

THERM-O-SEAL

Continuous Tabulating Forms

ARE FUSED

a new way to

SAVE YOU MONEY

Now! THERM-O-SEAL continuous and tabulating forms, featuring economical carbon construction, save you substantial time and money. With parts fused together at detachable margins

for trouble-free operations, THERM-O-SEAL forms assure you of complete form flexibility. Non-slip, non-jam operation. No paste! No crimp! No staples! THERM-O-SEAL 2 to 6-part forms provide *all* needed copies in continuous unit sets for top efficiency performance. Telephone your Baltimore Business Forms Representative today or write us for samples.

Baltimore Business Forms

3144 Frederick Avenue, Baltimore 29, Maryland

For More Information Circle No. 230

agement's review of salary rates will disclose the frequency of salary adjustment or overemphasis of cost-consciousness which might save pennies and waste dollars.

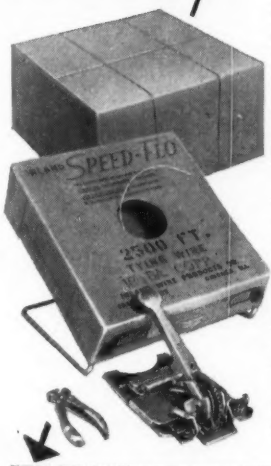
Minima and maxima job-class rates guide salary administration and prevent overvaluation of the work performed. The most valuable accountant who spends much of his time checking routine figures and shuffling papers is producing no greater value than a junior clerk. The secretary who spends her time (by necessity) running errands is no more valuable than a messenger.

Developing an organization implies that there is a program whereby the employees are given the opportunity to (1) increase their skills and (2) use the highest skills they possess.

5. *Analyze each job.* Controlling and directing the growth and development of an organization requires the use of all control techniques available to management.

A fitting conclusion to this series may be a summary of these techniques and their area of application (pages 82, 83). The attitudes of management vary in respect to scientific management (management by survey with decisions based on facts). This is what makes management an interesting subject and a field in which some succeed and others fail.

NEW!



"MIGHTY MITE"

Complete Round Steel Strapping Kit

Now, at amazing low cost you can have the means to produce steel strapped packages,—stronger, assuring safe arrival, and offering greater protection against pilferage and concealed losses.

Here is a complete Round Steel Wire Strapping Kit containing everything you need to reinforce, seal or bundle small shipping cartons.

This handy kit contains a light weight, compact, single stroke steel strapping unit, 2500 feet of 18½ gauge copper coated steel strapping in an "easy feed" easel fibre carton, and an auxiliary cutter.

The unit tensions and securely ties the round steel strapping with a single stroke of the lever,—the entire operation takes only seconds.

Don't delay—order your complete steel strapping kit today! Satisfaction guaranteed.

INLAND WIRE PRODUCTS CO. 3944 So. Lowe Ave., Chicago 9, Ill.

☐ Please ship immediately "Mighty Mite" complete steel strapping kit with everything needed for parcel post and light express packages at **$57.85** postpaid.

☐ Check enclosed ☐ Bill me in 10 days ☐ Ship C.O.D.

Name _____

Firm _____

Address _____

City _____ State _____

For More Information Circle No. 286

handles all sizes of display cards

Designed to harmonize with all modern fixtures, this quality MP easel serves many purposes...a silent salesman for special promotions...notices...free literature display. Finely finished in sturdy tubular aluminum — plastic tipped legs, stainless steel pegs adjust to seven positions. Weighs less than 4 lbs.—folds flat —guaranteed for lifetime service. Order today! MP easel (Item 1862) only $33.00. Removable brochure holder (Item 1862BH) $4.00

MP

METAL PRODUCTS ENGINEERING, INC.
4000 Long Beach Avenue, Los Angeles 58, Calif.
For More Information Circle No. 346

See
HELLER ROBERTS

- ROBERTS Numbering Machines
- AMERICAN Perforators
- HELLER Staplers, Tackers
- FASFORM Formed Wire Products

BROOKLYN, N. Y. CLEVELAND, O.

For More Information Circle No. 347

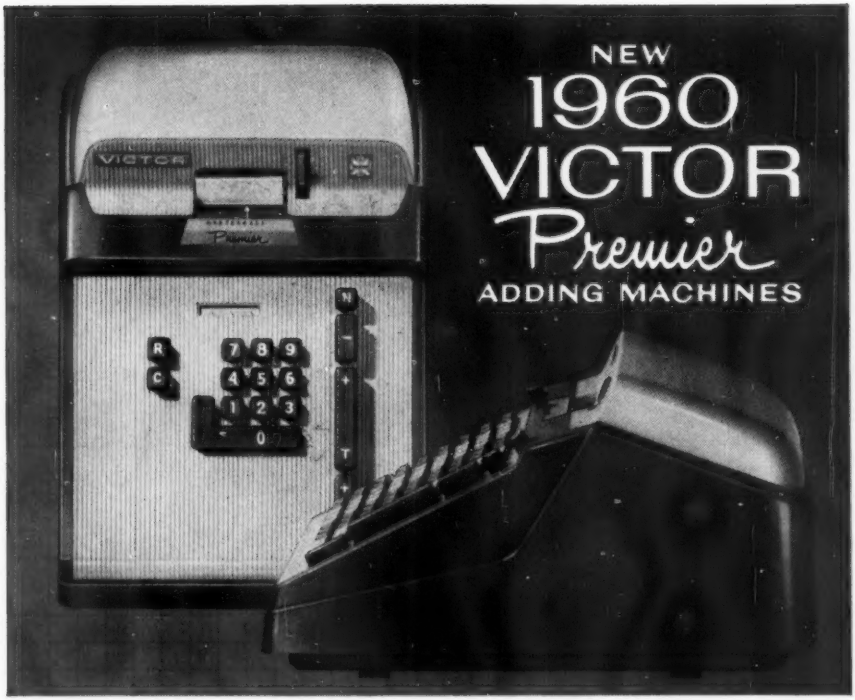
Commuting to Work

(Continued from page 76)

than they could have made it by public transportation. Comments a Bank of America employee who keeps books for the group, "Having your own bus or station wagon is more comfortable, faster and cheaper too!"

This group, dubbed the Orinda Commute Club, is one of many such ventures in the Bay City. The clubs lease their vehicles from Foster Rent-a-Car, a local firm, on a month-to-month basis. The situation is typical of that found in practically every metropolitan area. Declining public transportation and mounting costs are convincing growing numbers of commuters to join car pools in which members take turns at providing transportation for fellow members. But this kind of car pool poses problems. Most members are in the one-car family category and the wife may be marooned at home with the children when it's her husband's turn to provide transportation. Also, he may be faced with extra costs stemming from wear and tear on his

Plane commuting is safer, more pleasant, saves time and avoids traffic tickets.



New "Sav-a-Step" control bar takes one-touch totals and sub-totals

New one-touch control lets operator take totals or sub-totals automatically on one split motor bar. Greater speed, accuracy, and convenience.

Automatically prints subtractions, credit balance in red. (Symbols are extra large, easy to read.) New contour keys are easy on your fingers. Whisper-quiet operation. Electrified correction key gives instant, one-touch clearance.

Dramatic new styling in modern brown and sand tone color. The 1960 Premiers are precision-built for years of trouble-free service. 10 key or full keyboard, hand or electric. Sensibly priced, too! (See the new Premier and Victor's other 1960 model adding machines and printing calculators.)

VICTOR
business machines
Victor Adding Machine Co.
Chicago 18, Illinois

Made in America

Victor Adding Machine Co., (Canada) Ltd., Galt, Ontario

Manufacturers of Business Machines, Cash Registers, Business and Industrial Systems, Electronic Equipment, Electri-Cars.

See the Adding Machine section in the Yellow Pages for Factory Branch or Dealers. Or mail coupon today!

Find Your Nearest Dealer in the Yellow Pages

Victor Adding Machine Co., Dept. 0-8
Chicago 18, Illinois

Please send new four-color brochure on your new 1960 Premier Adding Machines.

Name .....

Firm .....

Address .....

City ..... Zone ..... State .....

For More Information Circle No. 358

Secretarial school graduate —stuffing envelopes!

Naturally, she doesn't like it. No good secretary, with all her acquired skills, likes such a dull, monotonous, repetitive task as folding and stuffing papers. And her regular work piles up on her desk until the mailing is finished.

It doesn't make sense to use high-priced people for a job that a machine can do better. There is such a machine —the Model 3300-FH, Folding and Inserting Machine, which works faster than a flock of girls, requires little space, *costs little,* can be used by anyone. And soon pays for itself in even a small office!

The 3300-FH is an uncomplicated combination folder and inserter. It can be set by you without a mechanic or tools. And it will fold and stuff into envelopes 500 letter-size sheets in eight minutes! It handles invoices, statements, leaflets, bulletins, stapled sheets – even your daily outgoing mail. Automatic feed and delivery saves time and effort. The inserter unit can be used by itself, or attached to any PB folding machine. The folder can also be used alone.

Get the 3300-FH to save time and money, to prevent disruption of office routine, to permit faster and

PB

Pitney-Bowes

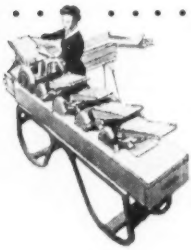
FOLDERS & INSERTERS

Made by the originator of the postage meter . . . 139 offices in the U. S. and Canada, with nationwide service coast to coast.

better scheduled mailings. And boost secretaries' morale!

Call any PB office for details. Or send coupon for free illustrated booklet and case histories.

FREE: *Handy desk or wall chart of postal rates, including recently increased parcel post rates.*



Model 3100 has six optional stations, inserts up to six enclosures at speeds as high as 6,000 an hour. Can be used with a PB postage meter to stamp and seal stuffed envelopes.

PITNEY-BOWES, INC.
3470 Crosby St., Stamford, Conn.

Send free ☐ illustrated booklet and "case studies" on PB Folding and Inserting Machines; ☐ Postal Rate Chart.

Name _____

Address _____

For More Information Circle No. 367

car that often cannot be pro-rated to other pool members. Hence the popularity of clubs like Orinda that leases a vehicle.

The fiscal details are simple enough. The club rents the Volkswagen for $80 monthly. Commuting averages about 2000 miles monthly. At four cents a mile, this makes another $80 for a total of $160 per month. Shared by the members of the group it works at about $18 per month per person. This is cheaper than a commutation ticket on the regular bus line, is faster, and avoids the inconvenience of walking to bus stops—sometimes a considerable distance from the commuters' homes.

It was the dearth of gas, rubber and cars themselves during the Second War, that originally sparked the car pool concept. Today the shortages are gone and the pools remain more popular than ever. It is estimated that in San Francisco about 46% of all auto commuters belong to pools. In the nation's capital it runs as high as 54%. One factor clouds an apparently limitless horizon for the pool idea, which could well become the largest transportation method anywhere. This is the steadily growing popularity of compact cars.

Employee commuting clubs lease Volkswagen buses. This one is in San Francisco.

At Douglas Aircraft Co. in Santa Monica, a group of engineers have decided DC-3's and not freeways are the answer to the commuting problem. Some 100 of these commuters are using planes for the roundtrip from Long Beach Municipal Airport to their jobs in Santa Monica. They ride three DC-3's operated by Stewart Air Service.

Commuting by air was the idea of a bunch of Long Beach division engineers who were transferred to Santa Monica as part of the consolidation of Douglas' transport aircraft engineering department. They had investigated and rejected buses, car pools and their own autos for making the 60-mile roundtrip to Santa Monica from their homes in Long Beach, Fullerton, Santa Ana and Garden Grove. The plane was their choice for reasons such as safety, less wear and tear on the car as well as the nerves, no traffic tickets and a considerable time saving.

It takes about 45 minutes from the engineers' homes to the airport by car then to Santa Monica by air. Roundtrip is around 90 minutes. By car alone, the roundtrip takes about 2½ hours. Net saving with the DC-3's: about an hour. One of the air commuters says he now gets home to Long Beach only 18 minutes later than he did when he worked in the Long Beach division.

Under the charter arrangements, each engineer pays $50 per month for the 12-minute flights—about $2.40 per working day. When the planes are grounded because of weather, Stewart provides buses for the trip.

"THERMO-FAX" Brand Copying Machines make a copy in just 4 seconds. This speed is possible because copies are made electrically directly from an original. Paperwork systems are simplified. *Statements* go out faster. Gummed *addressing labels* are made instantly. *Correspondence* is answered without time-consuming dictation. Even *laminating* can be done for papers needing lasting protection. To learn all this fast copying can do, call your local dealer. Or mail the coupon.

Thermo-Fax COPYING PRODUCTS

3M COMPANY

MINNESOTA MINING AND MANUFACTURING COMPANY

...WHERE RESEARCH IS THE KEY TO TOMORROW

THE TERM "THERMO-FAX" IS A REGISTERED TRADEMARK OF MINNESOTA MINING AND MANUFACTURING COMPANY

MINNESOTA MINING & MANUFACTURING CO.
DEPT. DBY-80, ST. PAUL 6, MINNESOTA

Please show me, at no obligation, how fast electric copying with "Thermo-Fax" Copying Machines can simplify paperwork at low cost.

Name _____

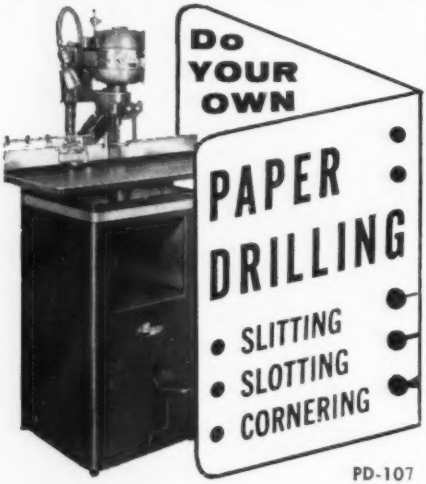
Firm _____

Address _____

City _____ Zone _____ State _____

For More Information Circle No. 268

Make Your
DUPLICATOR OPERATION
COMPLETE



with a

Challenge®
PAPER DRILL

To speed production and eliminate "outside expense" on loose-leaf forms . . . do your own drilling, slotting and cornering—all on one machine! Much **faster than punching.** Drills 2 inches of stock in seconds!

Challenge offers a full line of drilling machines and attachments for every need. Foot power model (shown above) leaves both hands free for handling stock. Table model also available. For more complete information, see your local Challenge equipment dealer or write today.

Challenge

The Challenge Machinery Co.
GRAND HAVEN, MICHIGAN
World's Largest Manufacturer of Paper Drilling Machines.
For More Information Circle No. 283

Payroll Change Lists

(Continued from page 26)

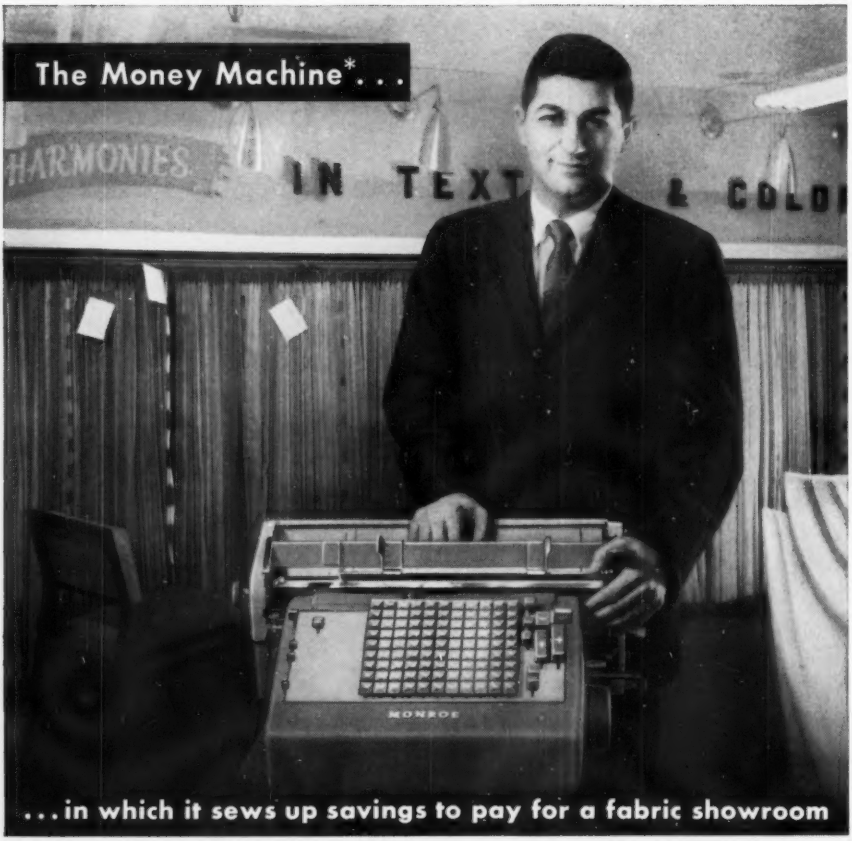
greater chance of freak distributions than on a larger payroll, and it may pay to increase the over-estimate to 15%; (2) it may pay to glance at the payroll to see whether there is a recurring amount which would distort the normal random occurrence of figures. Suppose that a large portion of the work force only worked a few hours and all drew $8.99. In this case it would pay to estimate the number of these items and add an extra $1 bill and two extra pennies for each, as well as increasing the fives, quarters, halves and dimes a little. The tens could be decreased a little.

If the method we are suggesting is followed, and the precautions observed, a change list can be made up for any size payroll in about three minutes, whereas an exact change list on a large payroll might easily take an hour or more.

One possible objection to this method is that the last one or two items on the payroll may be covered by more change than is desirable. If this happens, and a reasonable petty cash fund is maintained, a swap of funds between petty cash and what's left on the table can be made. If no petty cash fund is available, then you may take stock a few envelopes from the end and start distributing the excess change among the last half dozen or so envelopes.

The above method has been successfully applied by the writer to cash payrolls up to about $65,000 for a number of years. We have always had enough change, never too much.

For More Information Circle No. 214



"We saved $5,400 the first year our $1,300 Monroe Accounting Machine mechanized our accounting!" says D. Hurmis, Jr., Tempo Decorative Fabrics, Chicago. "These savings enabled us to build and furnish our new fabric showroom. Today we serve 1,000 more accounts. Yet our Monroe still handles all accounts receivables, plus those of our new Miami branch and drape-manufacturing subsidiary." Help *your* business grow with Monroe Machine Accounting—as little as $750 buys it!

***That's what people call their Monroe Accounting Machines. Monroes save money by lowering costs; make money by freeing capital to grow on.**

FREE CASE HISTORIES

Learn how Monroe Machine Accounting earns more growth money for companies like yours.

Write: Accounting Machine, Dept. 17, Monroe Calculating Machine Co., Orange, New Jersey.

See the MAN from MONROE

for CALCULATING ADDING · ACCOUNTING DATA PROCESSING MACHINES

A DIVISION OF LITTON INDUSTRIES

Monroe Calculating Machine Company, Inc. Sales and service in principal cities everywhere. General offices, Orange, N.J.

For More Information Circle No. 234

AUTOMATIC SYSTEMS

Current trends in office automation including data processing.

Punched Card Mechanization Of Materiel Data

THOMAS J. KING, Systems & Procedures Administrator, BJ Electronics, Borg-Warner Corp., Santa Ana, Calif.

THERE IS NO SET POINT in an organization's growth when punched card mechanization of materiel data should begin. Such action is dependent on several variables: the number of materiel transactions occurring each day, the number of items carried in inventory, the dollar value of the inventory, and the number of inventory turnovers per year.

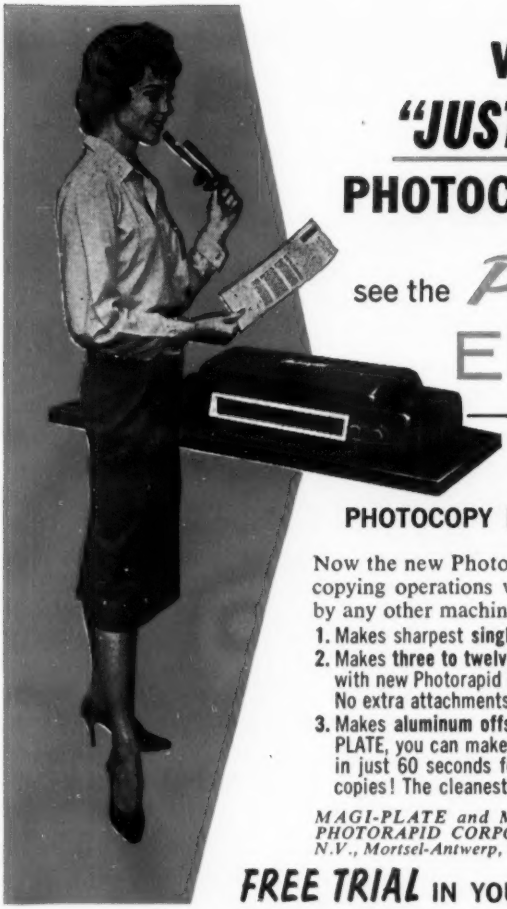
The condition which is most likely to bring about punched card mechanization would be a drop in the inventory turnover rate to a level below the standard or average for the particular industry concerned. Another major motivating factor would be a materiel accounting system which has been stretched to the maximum to accommodate an organization's rapid growth, thus acting as a retarding factor on future growth.

These conditions would most likely arise during the period when an organization is changing from a small to a medium size firm. Then the supervisor, who was most responsible for creating an unsatisfactory materiel data situation, is often given the assignment to solve the problem through punched card mechanization. This does not always lead to an objective solution to the inventory problem and frequently results in compromises in the use of punched card equipment.

The three basic applications of punched card mechanization to materiel data processing can best be described as the intermediate, direct and indirect approaches. The indirect approach is the more popular of late because an organization can secure the statistical advantages of mechanization with a minimum of disturbance to the status quo. The intermediate approach was quite popular before the advent of intercouplers and common language machines. The direct approach is seldom attempted by those inexperienced in the intricacies of punched card equipment. Each approach has its merits and pitfalls, and each will be explained in some detail in the succeeding text.

The indirect approach is by far the simplest and easiest to install, and is adequate for producing by-product statistical information on materiel transactions. This approach generally consists of key punching cards from existing materiel transaction documents, then sorting and listing this data in various statistical compilations. This method is easy to sell to the various parties concerned because it does not necessitate upsetting existing routines and empires. All you have to do is call in a punched card service bureau representative and he will arrange all of the details for a nominal fee.

If management insists they cannot release materiel transaction documents to an outside agency for processing,



WHY BUY "JUST ANOTHER" PHOTOCOPY MACHINE?

see the *Photorapid* ELECTRA

...THE MOST VERSATILE PHOTOCOPY MACHINE IN THE WORLD!

Now the new Photorapid Electra combines *all* office copying operations with quality and speed unequaled by any other machine!

1. Makes sharpest **single** copies of anything the eye can see!
2. Makes **three to twelve perfect copies** from a **single** negative with new Photorapid Multicopy Paper. No special chemicals! No extra attachments!
3. Makes **aluminum offset plates**! Using the Photorapid MAGI-PLATE, you can make perfect plates right in your own office in just 60 seconds for just 39¢ each! Makes up to 40,000 copies! The cleanest plate-making process ever developed!

MAGI-PLATE and MULTICOPY are manufactured for PHOTORAPID CORPORATION by Gevaert Photo-Producten N.V., Mortsel-Antwerp, Belgium.

FREE TRIAL IN YOUR OFFICE OR PLANT!

Call, wire or mail coupon to your nearest Photorapid Division Office.

Photorapid **CORPORATION**

EASTERN DIVISION
Dept. 0-12
236 Fifth Ave., New York 1, N.Y.
MUrray Hill 9-3676

CENTRAL DIVISION
Dept. 0-12
3620 Oakton St., Skokie, Illinois
JUniper 8-1600

WESTERN DIVISION
Dept. 0-12
142 Oregon St., El Segundo, Calif.
SPring 2-2311 • DUnkirk 5-7291

We would like a free trial of the PHOTORAPID ELECTRA, MULTICOPY AND MAGI-PLATE in our office without obligation.
Dept. 0-12

Name _____
Title _____
Firm Name _____
Address _____
City _____ Zone ____ State _____
Phone _____

DEALER INQUIRIES INVITED

For More Information Circle No. 235

their objection can be overcome by leasing a card punching machine and having an operator punch a card for each materiel transaction. If your organization is using a bookkeeping machine to post materiel transactions, an intercoupling attachment and a card or tape punch can be purchased or leased to produce a punched card as a by-product of normal machine posting operations.

Either of the preceding methods will give the same result: a sortable document for each materiel transaction. Using these sortable documents, the punched card service bureau, or your own punched card servicing activity, can do a number of things which was heretofore impossible or impractical. For example, they can mechanically price each materiel transaction by using standard pricing data from a master deck. This, of course, will generally eliminate the need for pricing clerks in your employ and the duplicate records which are frequently maintained for this and other purposes. These punched cards also can be used to produce updated reports on all outstanding purchase commitments; the organization's materiel costs and/or usage by part, job, location, date, etc.; a continuing quantitative and dollar value record of all items remaining in inventory; and a wealth of other data which was either time-consuming or impractical under manual or semimechanized methods.

CORRECTION

In the Computer Comparison Chart on page 126 of the June issue of THE OFFICE, the delivery time for the Burroughs 205 computer was mistakenly given as 66 months. Actual delivery time is six months.

If one is more venturesome and would like to reduce a few more employees, he can take the intermediate approach to punched card mechanization of materiel data. This method eliminates detail manual posting of materiel transactions and the work involved in semimechanical posting is materially reduced. The punched card facility initially punches, processes, and lists all materiel transaction data, and returns a printed spirit master copy of the materiel transactions, listed in desired sequence. This data can then be facsimile posted on a ledger card at a much faster rate than is possible by more conventional means. Having all materiel data initially processed on punched card equipment and subsequently listed for posting, results in a considerable reduction in posting and ledger card handling time, yet still allows for the maintenance of a ledger type record near the point where the materiel transactions take place. This method is commonly known as transfer posting and has recently been improved by using a card interpreter to do the actual posting.

The intermediate approach to punched card mechanization of materiel data is especially applicable when an organization does not have a heavy investment in accounting machines, and when the organization lacks the know-how or confidence to take the big jump from a manual to a direct punched card system. This method will render extra dividends if the organization can take advantage of the punched card equipment to pre-write and extend their materiel transaction documents.

(Continued on page 182)

Auto-Control for Philco 2000

AN AUTO-CONTROL System for the Philco-2000 electronic data processing system, which provides an automatic interrupt feature and increases the efficiency of the computer, was announced by the Computer Div. of Philco Corp., Philadelphia. The interrupt feature, completely under program control, permits the programer to determine the system conditions to be checked, when the conditions shall be checked, and the action to be taken when these conditions are present. This makes more efficient use of program time by automatically monitoring computer operations.

All conditions to be checked are indicated by one register in the Auto-Control System. Each bit in this register represents the presence of a certain condition and, when that condition is present, the bit is set to one. The priority given to these conditions is up to the discretion of the user. The bits that cause the program to be interrupted are masked. If a condition, which sets one of the bits in the register, is detected, and if that bit is covered by the mask, the program is interrupted. A transfer is then made to an executive routine which jumps to a separate subroutine for each condition. Subroutines are prepared to program what actions are necessary for any specified condition. The register with variable priority, programed controlled mask and flexible subroutines give the programer control of the entire system.

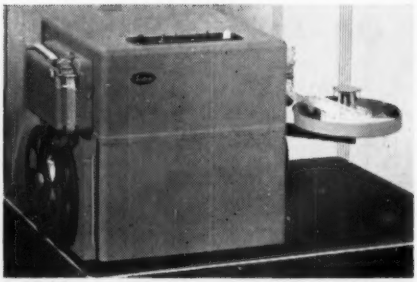
Previously, program time was taken up with instructions to check availability of input-output units, the presence of transmission errors, or the completion of any lengthy computer operation. With Auto-Control, the program is automatically notified of the status of any desired computer operation, and the need for extensive monitoring instructions is eliminated. Thus programs which require the monitoring of computer operations are more efficient. The capabilities of the entire Philco 2000 system are increased by expanding the real-time uses of the system and permitting the interlacing of problem runs. Real-time devices connected to the computer can be arranged to interrupt a program only when an input is available. The only computer time that is used by the real-time device is the time required to either write a word into memory or to read a word out. A number of real-time devices can be connected to the computer and inputs from these may be programed to run on a priority basis determined through Auto-Control. **For More Information Circle No. 101.**

Tape Code Converter

THE PUNCHED TAPE CODE Converter for converting one tape coding system to another, to operate different but allied equipment, was announced by Friden, Inc., San Leandro, Calif. Any 5, 6, 7 or 8-channel system may be converted, one to the other. For example, any data in an 8-channel tape being produced by a Flexowriter can be wire-transmitted by automatically repunching codes in 5-channel tape on the Code Converter. At the receiving end

of the line the codes may be converted back to 8-channel or to 6 or 7-channel, depending upon requirements.

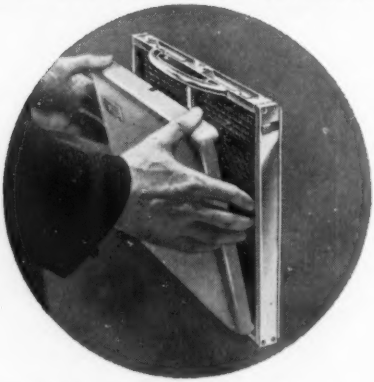
A plug control panel with 832 double-outlet hubs or patch points, allows the Code Converter to be preset at the factory according to customer's input-output requirements. To operate, a power switch turns on converter. A tape feed switch feeds out a tape lead; then a start read toggle begins tape reading.



Friden punched tape code converter.

Simultaneously, code conversion occurs through control panel and codes are punched in output tape. Another switch stops the converter. Indicating lights near the switches signal when power is on (white) and when a parity error has occurred (red). Tapes are read at 1180 codes per minute. Tape widths of 11/16″, ⅞″ or 1″ are acceptable. Parity check is a standard feature, as well as a built-in code check to insure that an output code is punched for every code read. **For More Information Circle No. 106.**

NEW Self-Contacting Control Panels with Thumb-Pressure Cover Release!



Easy off — Easy on — without removal of cover screw fasteners

Attractive, plastic-light VPC control panel covers are more durable than sheet metal. Will not corrode, bend, dent or conduct electricity. Additional VPC panel advantages include: unmatched clarity of characters . . . aluminum frame and contoured handle lightness . . . 24 hour shipping service . . . unconditional guarantee.

VPC

WRITE FOR COMPLETE DETAILS AND PRICES

VIRGINIA PANEL Corporation

Post Office Box 1106
WAYNESBORO, VIRGINIA

For More Information Circle No. 254

Here's proof—the record of a Conqueror purchased five years ago: "Twelve people using our machine . . . never had to have instructions . . . thousands of sheets of paper, all grades, sizes and weights have gone through and never once did it falter. It's rugged as a bulldog!"

Now, Heyer-engineered improvements make the new Mark III Conquerors better than ever. Vastly improved Sheet Separator Fingers eliminate side rubber adjustments. New Adjustable Feed Wheels grip paper at edges for positive forwarding. New Feed Tension Control lets you quickly adjust feed for any paper . . . lightweight to post cards, even newsprint. Other features include a highly visible Re-Set Counter and Direct Drive mechanism (no lurching). These and many other new advances make duplicating easier than ever before. Now, *anyone* can print 330 copies in 3 minutes, in 1 to 5 colors, for a fraction of a cent per copy.

NEW PAPER FOLDER

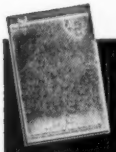
With the new Heyer Conqueror Paper Folder,* you'll be able to load and start—then walk away! It automatically feeds any weight paper, gives all popular folds, 110 sheets a minute.

*Hand-operated model will also be available.

Conqueror, prices begin at just $214.50. The Electric Mark III Conqueror, shown above, is $299.50**. Sold and serviced by over a thousand Franchised Dealers.**
Plus Federal Excise Tax

"Always Makes a Good Impression"

Heyer®



Send for your FREE Personalized Memo Pad—Today!

A demonstration by mail to show what the Conqueror can do for you! No cost . . . no obligation.

HEYER INC. 1821-L S. Kostner Ave. Chicago 23, Ill.

☐ Please send my Personalized Desk Pad and Literature on Conqueror Duplicators.

☐ I would like to have a one week FREE trial of a Conqueror Spirit Duplicator.

Name.....*Title*.....
Name of Business.....
Address.....
City.....*Zone*.....*State*.....

For More Information Circle No. 294

GE-225 Computer System

THE GE-225, a medium-priced, general-purpose computer with an all-transistorized information processing system, was announced by the Computer Dept. of General Electric Co., Phoenix, Ariz. Its General-Compiler programing technique translates English words and symbols into machine language so that the computer can be programed by personnel with little or no training in computer language.

The computer can add 25,000 five-digit numbers per second. It is priced in the $125,000 to $400,000 range—leasing from $4000 to $12,000 monthly depending on peripheral equipment. Initial deliveries are expected late this year. New orders are accepted on 18-months delivery. Its design permits a wide span of applications, from scientific computations requiring high speed but little peripheral equipment, to solution of complex business data processing problems requiring variety and quantities of peripheral devices.

The computer can simultaneously handle eight different types of peripheral devices, such as magnetic and punched paper tapes, controllers, MICR, high-speed printers, card readers, and mass storage memories. Installation problems are minimized because of low-power requirements, and transistorized design reduces cooling needs. Special input-output devices can be used for measuring and controlling temperature, pressure and speed. Thus, the computer also can be linked with an industrial process. **For More Information Circle No.102.**

The GE-225 data processing system, product of General Electric Co.

IN RECORD TIME

Office automation is only as fast as your filing system. So back your machines with the fastest. Back them with Acme Visible. Tapes and punch cards are instantly filable and instantly available. Payroll, dividends, royalties, interest . . . for whatever purposes you use automatic machines, there's an Acme Visible System to keep pace with them and give you full benefit of speed and savings.

ACME VISIBLE

ACME VISIBLE RECORDS, Inc.
2208 West Allview Drive, Crozet, Va.

Please send brochures showing filing methods for fast handling of input and output of I. D. P., E. D. P. and other automation systems.

Name_____

Title_____

Company_____

Address_____

City_____ State_____

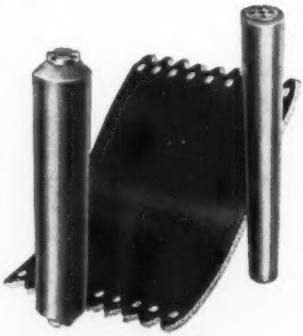
For More Information Circle No. 257

FOR BETTER COLOR REPRODUCTION WITH DUPLICATING MACHINES

MERCURY PRODUCTS

MERCURY-LITH ROLLERS AND BLANKETS
for Multilith printing machines

MERCURY-GRAPH ROLLERS
for Multigraph duplicating machines



To get multicolor results that will make you proud as a peacock, use Mercury rollers and blankets. They are built to the same high standards as the rollers and blankets made for the world's largest multicolor presses. No other accessories provide such truly professional quality results.

RAPID ROLLER COMPANY

MAIN OFFICE AND FACTORY: FEDERAL AT 26TH STREET • CHICAGO 16, ILLINOIS
EASTERN SALES OFFICE AND WAREHOUSE: 218-224 ELIZABETH AVENUE • NEWARK 8, N. J.

For More Information Circle No. 238

Tape and Code Card Converter

THE TALLY TRANSLATOR Model 312 will convert data on punched paper tape to punched cards, punched card data to punched tape, or punch from one tape to another tape. A product of Tally Register Corp., Seattle, Wash., it is linked through its logic section to an IBM 024 or 026 key punch for card-to-tape conversion. All logic and control functions are performed by switches.

Paper tape code-to-code conversion is performed at 60 type characters per second. For card-to-tape and tape-to-card, speed is limited by the key punch to approximately 20 card columns per second. Any code in 5, 6, 7 or 8 level tape can be used. Inexpensive modification of the key punch to use the low-cost Tally Translator does not prevent normal operation of the key punch. The Tally's large plugboard capacity provides almost unlimited translating capability. **For More Information Circle No. 105.**

Tally Model 312 tape and card Translator.

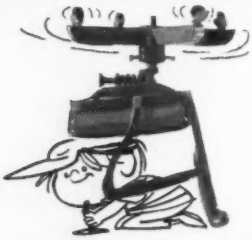
IBM 1401 Programer Course

OVER 3000 IBM 1401 electronic data processing systems are now on order. Since this new low-cost system uses no plugboards, trained programers will be required by users. With this in mind, a new mail order course is being offered by Business Electronics, Inc., San Francisco, to train programers for the 1401.

The course is divided into 12 units, logically assembled to permit study at any individual's own speed. Each unit contains two self-check tests to enable the student to determine his progress. The tests will indicate what he has learned, show what reviewing is needed, summarize important points and serve as a review. Correct answers to the test are provided.

At the end of each instruction unit there is a workshop examination which requires the programing of actual problems for the 1401. These examinations are submitted to Business Electronics for grading by instructors actively engaged in programing. The graded

"Columbia chairs make good helicopters



...but my daddy says they're the very best for his office"

Send for catalog and names of authorized dealers near you.

COLUMBIA-HALLOWELL Division

SPS

JENKINTOWN 88, PA. or
SPS WESTERN, SANTA ANA, CAL.

For More Information Circle No. 252

ELIMINATE COSTLY *Extended* Coffee Breaks *with* VERSATIMER

LIGHTWEIGHT
PORTABLE
NO WIRES
COMES READY TO USE

$34.00
Postpaid

New, low-cost automatic timing unit accurately controls the length of office coffee breaks. Set the number of minutes desired on the timer and forget it. VERSATIMER'S buzzer automatically signals the end of break. Acclaimed the greatest little time and money saver ever devised. Will save you hundreds of dollars each year. Write today for catalog sheet.

Dealer inquiries invited.

THE VERSATILE TOOL COMPANY

122 Heywood Avenue • West Springfield, Mass.

For More Information Circle No. 253

examination is returned to the student along with the experienced programer's solution.

The same effective techniques pioneered by Business Electronics in its previous programing courses are used in the new course. The authoritative text has been written by people with both academic and business training.

Personal help is given each student as required. Competent consultation service is available on workshop problems or any portion of the text. A permanent record of student's work is available at all times and, upon student's request, final grade and brief description of course will be sent to his employer.

This complete course for programing the IBM 1401 costs $157.50, payable in installments. Full refund is guaranteed if the student is dissatisfied and returns the first mailing within ten days. **For More Information Circle No. 104.**

Paper Tape Winder

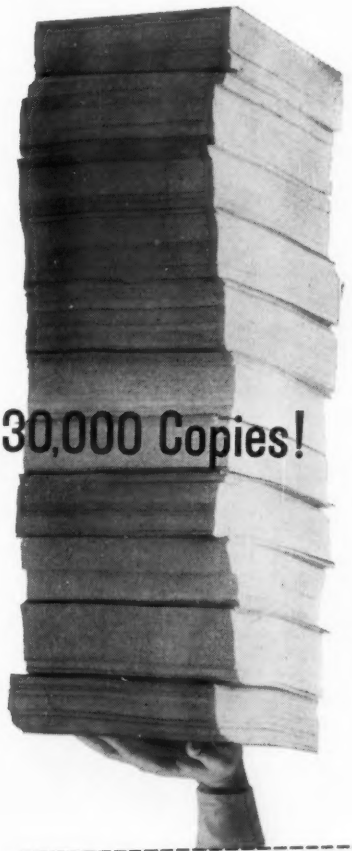
A LOW-COST paper tape winder for completely automatic collection of tape has been introduced by Western Apparatus Co., Div. of Comptometer Corp., Chicago. The winder is lightweight, mounts easily on equipment, and converts to a portable unit if desired. Its 12″ metal reel holds up to 1300 ft. of chadless and up to 2000 ft. of fully perforated tape. Winding tension is adjustable to obtain maximum tightness without tearing the tape.

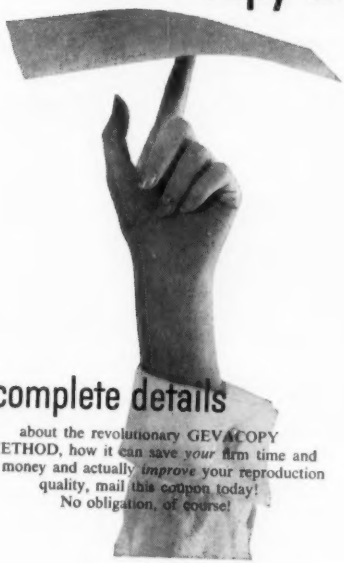
The reel is magnetically held to the rotating frame for simple, snap-off removal; no screws, bolts or nuts are

Development of one of the world's leading photographic manufacturers...since 1894

GEVAERT

There are 10 Applications of the GEVACOPY METHOD to Duplicate Anything... From 1 Copy to...30,000 Copies!





For complete details

about the revolutionary GEVACOPY METHOD, how it can save *your* firm time and money and actually *improve* your reproduction quality, mail this coupon today! No obligation, of course!

PLEASE ATTACH TO FIRM LETTERHEAD, AND MAIL TO:

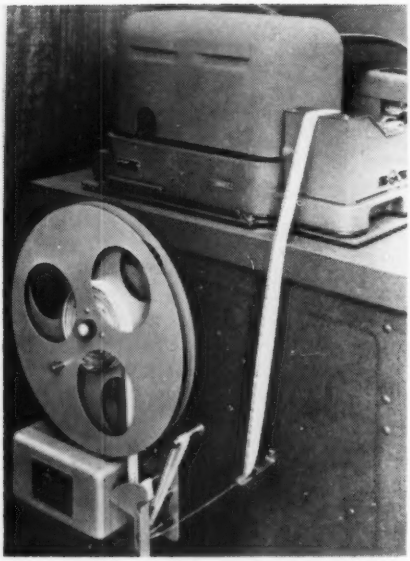
THE GEVAERT COMPANY OF AMERICA, INC.
321 West 54th Street, New York 19, N. Y.

YES! I want to know how GEVACOPY can speed up and simplify our firm's reproduction needs!

☐ Send your new 32-page illustrated booklet.
☐ Have local dealer arrange free demonstration. 0

NAME .....

For More Information Circle No. 240



Tape winder by Western Apparatus Co.

used. Tape is easily removed by a simple rotation of the two sides of the reel. Reel posts are changeable to handle different widths or levels of tape.

The tape winding operation is protected by a standard built-in safety device. When the tape being wound becomes taut, it opens a mercury switch to cut off motor power. When tape becomes slack, switch closes again to resume winding. Sets of parts are available to mount the winder on Teletype 28 Consoles, on Teletype 19 sets, on teletypesetter reperforator tables, or it can be converted for use as a portable unit. Powered by a 105-125 volt 60 cycle motor, the unit's dimensions are 16⅜″ high, 12½″ wide and 6″ deep; weighs 13½ lbs. **For More Information Circle No. 103.**

For More Information Circle No. 251

In Ten Seconds...

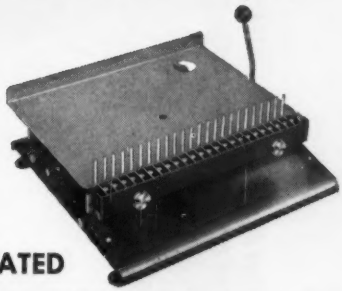
ANYTHING

is distinctively

PLASTICO BOUND

...right in your own office or plant...

for PENNIES!



exclusive
ARCH DESIGN
ask for "Plastico"
by name

HAND-OPERATED

PUNCHING UNIT Exclusive precision shearing action produces accurate, clean, punches.

BINDING UNIT Just insert cover and pages — pull lever, look again! It's PLASTICO-bound — looks like "a million," costs pennies!

Anyone is an expert immediately!

So simple, anyone can bind every "set" of printed, typed or mimeo material. Moments after gathering the sheets, your PLASTICO-BOUND book provides flat-view double spreads — easy-turning pages — colorful, long-life usefulness. Learn now, how your office can have this prestige at low, low cost!

PLASTICO BINDERS

PLASTIC BINDING CORPORATION

Originators of Plastic Binding in America
732 Sherman St. Chicago 5, Ill.

FOR:
Sales Manuals • Portfolios • Price Lists • Catalogs • Instruction Books • Reports • Swatch and Sample Books, Etc.

FREE

PLASTIC BINDING CORPORATION
DEPT. O 732 SHERMAN ST. CHICAGO 5, ILL.

RUSH FREE Booklet with full information on new PLASTICO Hand-Operated Punching and Binding Units for Office or Plant use.

Name _____ Title _____

Firm Name _____

Address _____

City _____ Zone _____ State _____

For More Information Circle No. 249

Another example of Addressograph-Multigraph cost-cutting

* Addressograph "memory system" saves publishing firm $47,000 per year

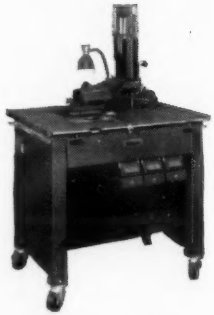
David Cook Publishing Company of Elgin, Illinois, is one of the world's largest publishers of religious periodicals. In addition, it sells hundreds of church and Sunday school items by mail.

The illustration above gives you some idea of the firm's complex statistical and mailing problem. Every name on their 400,000 master list must be carefully coded . . . as to type of subscriber or customer, religious denomination, size of community, publication or merchandise received. Accurate statistics must be kept on items ordered, customer activity, subscription renewals and expirations.

Problem: find an economical way to obtain the mass of statistical data required for sales, accounting and promotional purposes . . . and still maintain fast, automatic mailing schedules.

Solution: a simple, efficient "memory system" using Addressograph plates . . . which provides all necessary statistics as a by-product of regular addressing runs. In addition to increased speed and accuracy, the company is saving over $47,000 a year compared with the previous method.

Here's another example of the way Addressograph Methods save time, cut costs, prevent errors and mechanize statistical processing. Ask your nearby Addressograph office to show you how they can do the same for your business. Or write Addressograph-Multigraph Corporation, Cleveland 17, Ohio.



Addressograph Class 2000, available with electric selector which qualifies Addressograph plates for statistical recording and imprinting at the rate of 100 per minute.

© 1960 A-M Corporation

*Trade-Mark

Cutting costs is our business

Addressograph-Multigraph

PRODUCTION MACHINES FOR BUSINESS RECORDS*

SERVING SMALL BUSINESS • BIG BUSINESS • EVERY BUSINESS

For More Information Circle No. 232

■ *One of the many extras that make GF office furniture so much better*

Tough on them...but the chair can take it

We posed this photo, not without some personal protests, to illustrate a point . . . that the Goodform office chair you see here, buried under some 678 pounds of manhood, has unusual stamina. Actually, the base will withstand loads of 3600 pounds or more, the seat up to 1200 pounds.

We test this chair by dropping a 200-lb. weight onto the seat, flexing the back many thousands of times to test its strength, torturing the casters and frame and upholstery in diabolic ways. So we have no hesitancy in telling you that Goodform chairs are built to serve you *extra* well, last *extra* long. The General Fireproofing Company, Department L-35, Youngstown 1, Ohio.

GENERAL FIREPROOFING
BUSINESS FURNITURE

For More Information Circle No. 222

RIGHT or WRONG in Employee Relations

A ROUND-UP of day-to-day employee problems and how they were handled by management. Each incident is taken from a true-life grievance which went to arbitration. Names of some principals have been changed.

Is a Falsified Application Cause for Discharge?

What Happened:

When Bill Blane returned to his job from a sick leave he was sent to the company's doctor for a routine check-up. The medic found that Bill had a bad back and recommended that the employee be taken off his regular job and be given lighter work to do. When Bill returned for a new assignment, the personnel department took a good look at his employment application and found that under "physical limitations" he had put "none."

The facts came out that Bill had injured his back in the army and was still classified by the Veterans' Administration as having a 40% disability. The employee was fired for falsifying his employment application. At arbitration, Blane took this position:

1. In applying for a job, everyone tells a "little white lie."
2. I've done a good job right along. In four years I've had only one relapse.
3. You can't fire an employee for falsifying his application after he's worked for you so long.

The company answered:

1. If we knew about the back injury we would not have hired the man.
2. We don't want to take responsibility for a man whose injury might get worse.
3. Blane didn't tell a "little white lie." He told a whopper.

Was the Company:

Right ☐ **Wrong** ☐

WHAT ARBITRATOR RALPH T. SEWARD RULED: "Deliberate falsification or misrepresentation for the purpose of securing employment is a serious offense. It results in an employ-

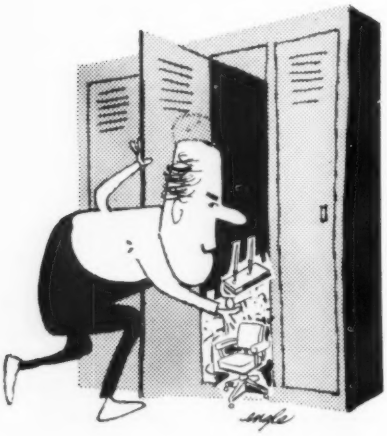
ment transaction which is based on fraud and deceit. It is clear that the company would not have hired the worker in the first place if it had known of his back injury. Under the circumstances, the grievance is denied. The company acted within its rights and the discharge of Blane is sustained."

May an Employee Horde Company Property?

What Happened:

When a lot of company supplies began to disappear, they decided to do something about it. A diligent search of the premises was started. In the course of this investigation, employee lockers were opened.

In one of the lockers, a real cache was discovered. When the employee was confronted with this find he claimed he had no intention of stealing it. He put the stuff in his locker so he could use it when needed. He charged that the company was lax in its controls. If he left things lying around, when he had to use them some were often missing. So he put them into his locker.



Also, the employee said, management had no rules prohibiting employees from putting company property in the lockers. He was fired, and the case went to arbitration.

Was the Company:
Right ☐ Wrong ☐

WHAT ARBITRATOR EDWIN R. TEPLE RULED: "There is no doubt about the right of management to discipline employees for proper cause. This is obviously necessary to the efficient conduct of company operations. There is no doubt that theft of company property is one of the most serious infractions committed by an employee. No rule prohibiting the unauthorized taking of company property is normally necessary. An employer has a right to expect basic honesty in his employees.

"At the same time, arbitrators normally will not sustain disciplinary action based upon alleged theft unless the company is able to prove the charge beyond a reasonable doubt. In this case, however, there remains the admitted fact that the grievant deliberately removed equipment from the places where it was in use, and placed it in his locker with full knowledge that he was not authorized to do so. Some of this was not only valuable, but was frequently

Imagine...a complete offset duplicating department in a room this size!

One person can handle almost any office duplicating job with this compact, economical Kodak Ektalith Method installation

Team up your offset duplicator with an office camera and new Kodak Ektalith Units . . . make either *photo offset masters* or *direct paper copies* of the widest variety of documents—*enlarged*, *reduced*, or *same size as originals!*

New Kodak Ektalith Loader-Processor ends need for a large processing area or darkroom. Lets you load high-speed Kodak Ektalith Transfer Paper and process it *in roomlight* after camera exposure. Attached Ektalith Transfer Unit puts image on low-cost paper master which gives you hundreds of sharp duplicator copies. Entire process takes less than 2 minutes!

Companion Kodak Ektalith Copy Unit lets you make up to 15 photo-accurate paper copies directly without running duplicator; is ideal for systems work.

Get free booklet

Call local Kodak Ektalith dealer or write Eastman Kodak Company, Graphic Reproduction Division, Rochester 4, N.Y.

KODAK **Ektalith** METHOD ... *puts you ahead in offset*

Kodak TRADEMARK

For More Information Circle No. 236

needed by other employees in connection with their work.

"Whether or not the grievant intended to steal this property, it is clear that he effectively removed it from the area where it might have been used when needed. There is not one word of testimony that the grievant notified his supervisor or anyone else that he had the material in his locker and that it would be available whenever needed. To thus hoard company equipment, of considerable value, needed by other employees, must have had the same practical effect, so far as the company was concerned, as a theft. The grievance is therefore denied. The company was justified in discharging this employee."

Must an Employee Finish Her Trial Period?

What Happened:

The company had the following policy: "If the employee does not make satisfactory progress during a 15-day trial period, he shall be laid off."

Bertha Shlusser was tried out for a job. The company had a certain standard for work. Most of the employees who were tried out in the job met the standard. But Bertha was slow. At the end of five days the company was fully convinced that she wouldn't make the grade, and let her out for failure to meet the minimum standard. The case went to arbitration where Bertha argued:

1. An employee must be allowed to finish a trial period.

2. I was making *some* progress. Management must wait before making its decision.

The company stood on its right to direct the work force and to make judgments as to an employee's potential.

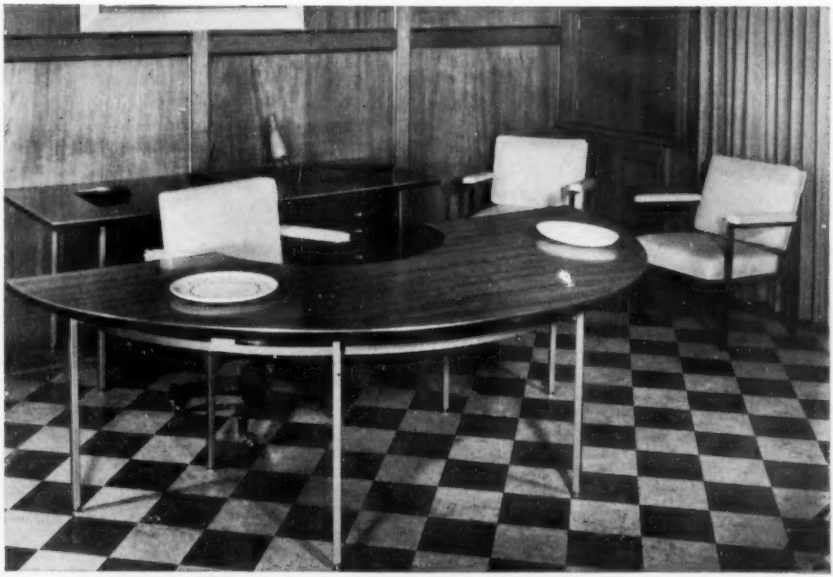
Was the Company:
Right ☐ **Wrong** ☐

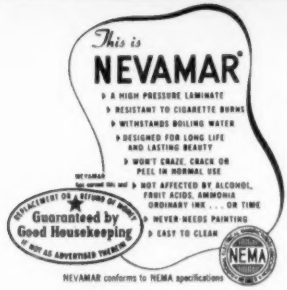
WHAT ARBITRATOR GEORGE S. BRADLEY RULED: "The company has the right to establish standards for trainee employees. This practice is justified in the interests of efficient and economical operations. If an employee does not meet qualifying standards any time during the trial period, the company can take action."

DRAY HAS CREATED ADVANCED OFFICE DESIGN WITH MAINTENANCE-FREE

NEVAMAR®

HIGH-PRESSURE LAMINATES





"DRAY-ability" designates office furniture of new, modern design that meets every need—from top executive to general offices. DRAY office creations have been accomplished with the use of NEVAMAR, the super-hard, satin-smooth surfacing material that needs little care, resists scars, scratches and burns . . . keeps its original beauty thru a lifetime of service.

Photo: Office creation by Dray Manufacturing Co., Inc., 11406 Downey Ave., Downey, Calif.

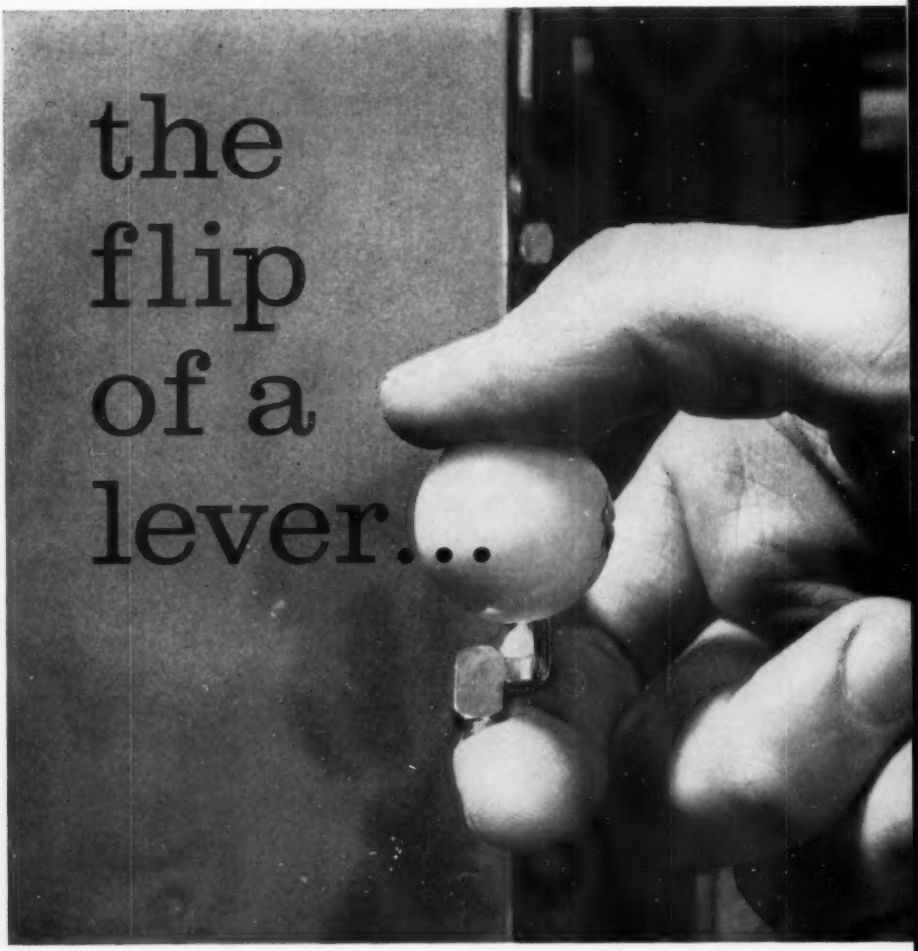
NEVAMAR DIVISION:

THE NATIONAL PLASTIC PRODUCTS COMPANY

Saran and Nylon Fibers—Nevamar High-Pressure Laminates—Wynene Extruded and Molded Products

ODENTON, MD. • NEW YORK, N. Y. • LONG BEACH, CALIF. • MIAMI, FLA. • CHICAGO, ILL. • DENVER, COL. PORTLAND, ORE. • SAN FRANCISCO, CALIF. • CHARLOTTE, N. C. • JACKSON, TENN. • INDIANAPOLIS, IND.

For More Information Circle No. 206



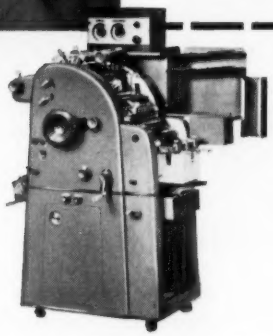
...and automation
takes over your paperwork

A flip of the starting lever—and from then on, your systems paperwork production is automated. A. B. Dick automated offset equipment produces needed copies at remarkable speed . . . steps-up paperwork flow throughout your organization.

Because most manual operating steps have been eliminated, your costs are greatly reduced. The entire duplicating cycle is programmed beforehand, making it possible for one automated systems duplicator to out-produce two or more conventional machines. And all this with offset quality, unequalled by any other process.

Ask your A. B. Dick products distributor to arrange an eye-opening demonstration. Or clip the coupon for descriptive literature and work samples.

A·B·DICK®
OFFSET PRODUCTS



A. B. DICK COMPANY
5700 West Touhy Avenue, Dept. 0-80
Chicago 48, Illinois

I'd like the whole story on automated offset duplicating. Please send literature and work samples.

*Name*_____
*Title*_____
*Firm*_____
*Address*_____
*City*_____ *Zone*_____ *State*_____

For More Information Circle No. 289

New Products

PHOTOCOPIERS

Smith-Corona Marchant, Inc., Syracuse 1, N. Y., is introducing three photocopy machines, the Vivicopy 9, 12 and 14, which copy anything on white, standard weight paper. The model designations 9, 12 and 14 are paper width capacities. The 12″ capacity model sells for $269.50. The $99.50 price of the 9″ capacity model will enable it to be marketed for individual secretaries, small offices and departmental

use. The Vivicopy 14 at $289.50 can handle paper up to 14″ in width and yet is suitable for desktop operation. All models operate on the diffusion transfer principle, utilizing light and a developer for the instant transfer of an exact image on white sensitized paper. The line includes a selection of bond quality sensitized paper, paper dispensers, automatic refill cartridges, and all accessories necessary for complete photocopy production. Ready-mixed developer in a disposable, rigid plastic cartridge eliminates any contact by operator with chemical fluid. Automatic feed and storage system keeps machine in instant readiness, an important advantage for the office which uses machine intermittently. Upon pushbutton activation, proper amount of developer flows automatically from cartridge to processing unit and an extra supply is held in reserve. The disposable, refill cartridge makes machine cleaner and easier to use and does away with mixing, handling containers, etc. Supplying the proper amount of fresh developer to the processing system upon starting avoids the waste of improperly developed copies. When machine is turned off, developer is drawn back to refill cartridge automatically. This prevents evaporation and oxidation. Under normal use, a single cartridge of developer will provide a six to ten week supply. The units are all engineered for easy sitdown, front operation by anyone. A secretary can use it while seated comfortably at her desk as easily as she types or answers the telephone. **For More Information Circle No. 125.**

VISIBLE TAB CARDS

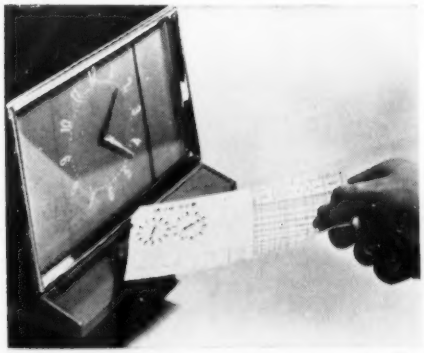
Magne-Tab Div., Business Efficiency Aids, Inc., 8114 N. Lawndale, Skokie, Ill., announces Magne-Tab tabulating cards for

visible filing. It is claimed that Magne-Tab cards can be filed and found up to 60% faster because the magnetic principle allows

a clerk to expose the top edges of 20 or more cards at any point of reference in the file. At the touch of a finger, cards automatically fan out in the file tray providing space between each card for quick removal. (The model in the photo is wearing mittens to demonstrate filing-finding ease.) By runnning the fingers over the file, one can see hundreds of titles in a fraction of the time. Magne-Tab cards can be used in present sorting and punching machines the same as conventional tab cards. For circular demonstrating the Magne-Tab magnetic principle, **Circle No. 155.**

ELAPSED TIME COMPUTER

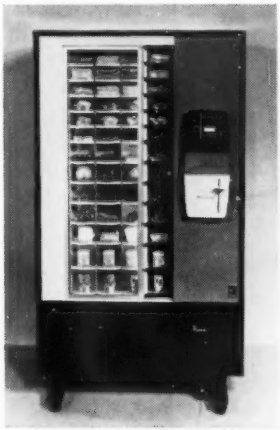
Calculagraph Co., 306 Sussex St., Harrison, N. J., has designed and engineered an automatic elapsed time computer. Used either for single item computation or as an integral component of any planned or existing cost control system, the unit computes and simultaneously prints elapsed time (the difference between 'start time' and 'finish time' of a given operation).



Programed by the user to automatically deduct non-working intervals such as overnight idle time or lunch periods, the Calculagraph prints only actual time worked. Unit has a program device, made from a polypropylene plastic material. Shaped like a 2″ pipe, it is perforated to allow a large number of electrical pins to be inserted into it by the user to establish a predetermined program. Programed to any minute of the day, the Calculagraph will provide timing impulses for bell ringing or other control purposes. An automatic trip eliminates any manual effort by the user in recording elapsed time and assures positive alignment of job card. When most any standard size and shape tabulating or job cards are inserted, the date and exact starting time are automatically recorded on the card. At the finish of a given operation or at the end of a shift, card is again inserted and elapsed time or actual working time is printed in hours and tenths, or hours and minutes. It is possible to obtain from four to six legible carbon copies on an individual punch operation. Encased in a sealed lightweight aluminum cover, unit has a positive jump advance of either 1/10 hour or one minute and provides a direct reading of elapsed time. Weighing about 16 lbs., overall dimensions are 8⅛″ x 9-7/16″ x 10-19/32″; powered by an electric motor that operates on standard AC current. **For More Information Circle No. 113.**

VENDING MACHINE

Rowe Mfg. Co., 31 East 17th St., New York 3, N.Y., introduces an automatic vending machine that shows 130 separate food and drink items and delivers the



identical item the customer selects. It vends at any four prices, and in any combination of coins, between five and 50¢. The refrigerated machine can dispense a light

lunch by itself, and is designed to fit into Roweboteria ensemble of matching units to form a complete automatic cafeteria. This includes automatic vendors for a variety of hot and cold foods, coffee, soft drinks, candy and cigarettes. Behind the unit's insulated glass front, 52 of the 130 compartments (in four vertical columns, 13 to a column) are visible at all times; the other 78 come into view at the touch of a pushbutton. As soon as item appears, coins may be inserted and sliding delivery windows can then be opened. Only one window can be opened at a time. The unit measures 40″ wide, 22½″ deep and 72″ high. Price mechanisms almost instantaneously test and count coins. Automatic, adjustable thermostat maintains refrigeration at a constant temperature. Automatic shut-off stops machine from vending if temperature accidentally goes above 50° F. This insures that food is never sold unless in perfect condition. Forced air vent system keeps frost from forming on the delivery windows. Automatic rotating mechanism every half-hour returns compartments first filled with merchandise to their original positions to induce customers to buy products in first-in-first-out order. The all-steel vendor is priced at $995 in terra cotta and black, or two-tone green, both compatible with all other vendors in the line. **For More Information Circle No. 140.**

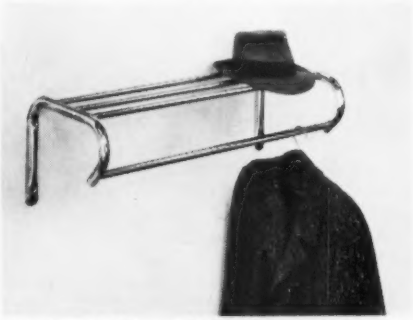
FORMS CONVEYOR

A. J. Bayer Co., 2300 W. Slauson Ave., Los Angeles 58, Calif., makes V-belt document conveyors which carry papers and forms upright between two aluminum channels. One V-belt conveyor is less than 3″ wide which permits any number of lanes to be installed side by side in a minimum of space. They can be installed to operate in opposite directions with stops or outlets wherever desired. The V-belt type can be combined with a flat belt conveyor in more complicated installations. The Bayer V-belt conveyor is easy to install and no special reinforcement or other fittings are required for above-floor location. All moving parts are enclosed or protected against accident. Smooth, quiet operation does not hinder normal office routine. Constant speed is automatically maintained to provide continu-

ous, even movement without loss or damage to documents in transit. Height is 30″ and can be installed to any length or height desired. **For More Information Circle No. 183.**

CLOTHES RACKS

Precision Mfg. Co., 831 Chicago Ave., Evanston, Ill., unveils Bevco tubular steel E (economy) wall racks. End brackets are made of 1″ tubing. Cross tubes forming



the hat shelf are ⅝″ tubing and hanger bar is ¾″ tubing. While these racks do not have the rugged strength of Bevco full 1″ tubular super strength costumer line,

they are suitable for many uses. Available only in single shelf models in four sizes: 17", 25", 33" and 49", to fit stud centers 1" less than overall length given. Racks do not require caps or screws for assembling. Designed to be assembled by tapping with rubber mallet or block of wood. Only screws necessary are those furnished for wall mounting. Simplicity makes for less work in assembling and mounting, and lower cost. The 17" rack (shown) lists at $5.95 shipped K.D. Available for immediate delivery. **For More Information Circle No. 138.**

COPYING MACHINE

Ozalid Div., General Aniline & Film Corp., Johnson City, N. Y., makes the tabletop Ozamatic 60 whiteprint copying machine designed for easier and faster copying. The Ozamatic 60 copies single-side originals up to 15" wide by any

length. It can process hundreds of 8½" x 11" copies per hour. Automatic electronic drive permits it to go instantly from 8" up to 40 ft. per minute. It will reproduce anything typed, printed, written, or drawn on translucent paper, film or tracing cloth. Operator can be seated in front of the machine as master and copy paper are aligned on simplified feed pickup. Finished copies to 17" long are stacked in sequence in receiving compartment. Copies are delivered to the front, face down, collated for easy removal. This dry process white printer eliminates mixing chemicals or regularly washing out developer chamber. All controls, including off-on switch, speed regulator, ammonia flow control and exhaust timer are on the front panel. Unit is 28¼" high, 28½" wide without feedboard, 35½" including feedboard. Depth is 24½", 39½" including feedboard. All parts in contact with developer are of stainless steel or a special grade aluminum alloy to avoid corrosion. Net weight is about 362 lbs. Equipped with a 1200 watt quartz lamp, it operates on 115 volts, AC, 60 cycles, single phase. Also available for 115 volts, AC, 50 cycles, single phase. Underwriters' Laboratories approved. Stabilizing lamp transformer compensates for line voltage fluctuation to provide even lamp intensity. Optional accessories include an all-steel desk, automatic electric developer pump kit, plastic dust cover, and deep-slant master receiving tray. **For More Information Circle No. 114.**

CALCULATOR

Facit, Inc., 404 Park Ave. S., New York 16, N. Y., announces the Facit CM2-16 ten-key hand-driven calculator with direct back-transfer of numbers from product

register to setting register for continuous multiplication without resetting; and direct transfer from multiplier register to setting register and then to product register, if desired, without resetting; tens transmis-

sion throughout and direct division setting. Machine's capacity is 11 x 9 x 16. Three-row keyboard, like an adding machine, is designed for finger comfort and a minimum of hand movement. Entered figures can be instantly checked. The CM2-16 is easy to learn and operate for addition, subtraction, multiplication and division. It is easily portable and lists at $225 (carrying case is extra). **For More Information Circle No. 110.**

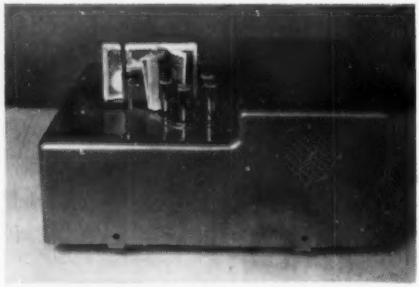
INTERCOM

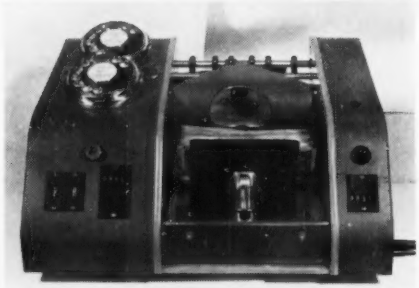
Webster Electric Co. makes the IP8 low cost, utility telephone intercom system, consisting of pushbutton telephones and a central power unit which can connect from two to nine or more persons for immediate conversation. The power unit is very compact and can be placed in

any small unused area plugged into any 110-120 volt outlet. Developed especially for the small office, the telephone units are smaller than normal business telephones and contain eight pushbuttons, each properly identified. Calls can originate from any person. Caller lifts receiver and presses selected button. Person called receives a buzzing signal or (optional) a chime signal. If caller presses all buttons, a full telephone conference can take place. Wiring is simple. All connections are made by matching color coded wires and terminals. Flexible plastic cable is ½″ in diameter to eliminate subfloor installation problems and costs. Each unit is neutral gray and can set horizontally on desk or table or be conveniently hung on wall or post. Optional features are available according to user's needs. Two-way loudspeakers can replace one or more handsets for paging in selected areas. Calls may be answered through loudspeakers, allowing person called to answer though both hands are busy. Another optional feature is a busy light signal to eliminate possible interference from a second caller. **For More Information Circle No. 123.**

CURRENCY-FORMS COUNTERS

Scan-Am Co., 507 Crystal Lake Road, McHenry, Ill., announces two De La Rue Currency Counting Machines. Model 100 counts paper money and forms up to the



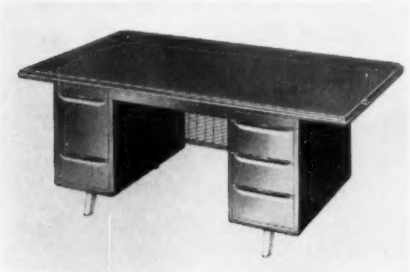


thickness of a punched card at about 1000 per minute. Machine is not much larger than a typewriter and can be used to verify strapped currency. Model 500 counts new and old currency and paper items at the rate of ten a second. This machine can be set by dials to automatically stop after counting any quantity from one to 100. Three meters on machine provide accu-

racy: two check each other to control quantity dialed and the third shows total items counted. A rejection feature diverts papers of double thickness into a basket without counting them while machine continues to count up to the desired quantity. **For More Information Circle No. 182.**

EXECUTIVE DESK

General Fireproofing Co., Youngstown 1, Ohio, presents an 80" executive desk. Identified as the N1780-F, this is the latest addition to the Mode-Maker line. The 80" x 40" rectangular top gives the desk a distinctive appearance. A back insert panel



of aluminum with slotted pattern adds charm and function to its design. This desk has the same quality and features as other Mode-Maker models. It is of all steel construction with anodized aluminum pedestal supports and trim. **For More Information Circle No. 136.**

ADDING MACHINES

Monroe Calculating Machine Co., Div. of Litton Industries, Orange, N. J., announces a ten-key adding machine featuring compactness, low silhouette and high speed operation. This Series E is an electric companion model to Monroe's hand-operated Little Giant. Cycling speed of the Series E has been stepped up 25% while operating sound is a quiet purr. The machine also features easy multiplication due to placement of the repeat key, which permits multiplication to be performed as simply as addition. Because of its small size and light weight, the machine is readily portable, while sturdy construction enables it to withstand heavy wear. The smartly designed case forms a natural wrist support to relieve hand fatigue during large volume figure production. Mod-

erately priced, the machine is now available in two models: 911E11 (list 9, total 10) and 111E11 (list 10, total 11). **For More Information Circle No. 181.**

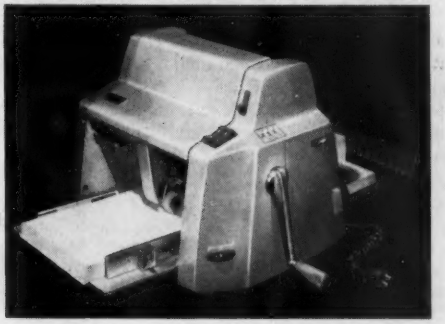
PHOTOCOPIERS

Eastman Kodak Co., Rochester 4, N. Y., unveils improved models of two Verifax Copiers: Bantam Copier Model B, and Signet Copier Model B which incorporate

engineering advances to make them easier to operate, and styling changes for any modern office decor. An improvement in the copy paper transfer mechanism elimi-

NO WASTE WITH PASTE! ...BOHN REX ROTARY MIMEO-GRAPH

Here's the first new mimeograph principle in 30 years. The Bohn Rex Rotary Mimeograph works like a printing press. Uses printing press cylinders, a silk screen, and printer's ink—paste ink, not leaky liquid ink. It guarantees clean copies from the first sheet to the last that are print-sharp—never fuzzy and indistinct. That's because paste ink can't run or flow the way liquid ink does. Ink fed from a sealed, disposable cartridge means hands stay clean even when colors are changed. And the machine stays clean too—because there's no liquid to drip and clog. When not in use—and that won't be often—it closes up into an attractive dustproof case. Four models range in price from the automatic electric at only $345* to hand models that start at $179.50*.



For more information and free copies of catalogue sheets, drawings, photographs and a portfolio of Leonardo da Vinci's masterpieces—all reproduced on the Bohn Rex Rotary Mimeograph—mail coupon.

Bohn Duplicator Co., Dept. H-2
444 Park Ave. South, N.Y. 16, N.Y.

Please send more information and a portfolio of samples.

NAME_____

FIRM_____

ADDRESS_____

CITY_____ STATE_____

*PLUS F.E.T.

nates trimming copy paper. Previously, 8½" x 13" paper was trimmed to standard 8½" x 11" size after separation from the matrix. Verifax copy paper will be supplied pretrimmed to 8½" x 11" size with the new models. Transfer mechanism covers the processor tray opening, except when copies are actually being pulled, for a neater appearance. Copy paper advance knobs on both sides allow pre-trimmed copy paper to be advanced in contact with the matrix, by either hand. Latch mechanism, which holds matrix in contact with document to be copied, has been improved for easier operation on both models. The Verifax Bantam Model B styled in shades of green, lists, complete with matrix dispenser and accessories, at $132.50. The Verifax Bantam Model A in gray, is $99.50. The Verifax Signet Model B, for legal-size documents as well as letter-size, has two improvements in addition to those of the Model B Bantam. The electrical timing unit has been integrated into the side housing to reduce space requirements. The metal arm, supporting the dot-screened glass plate, is hinged to fold out of the way when large documents, such as maps, are copied. Signet Model B, in beige, is priced at $175 with matrix dispenser and accessories. It replaces the Signet Model A. **For More Information Circle No. 119.**

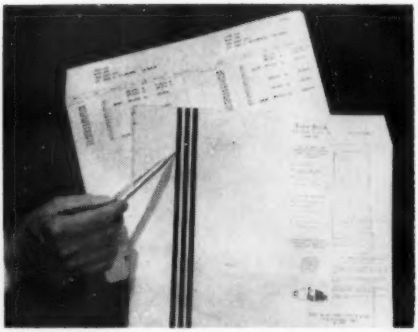
TYPEWRITER

Torpedo Buromaschinen Werke AG, Frankfurt/M.-Rodelheim, West Germany, makes the Dynacord office typewriter with a number of newly developed features to ease, speed up and improve office work. It has an adjustable carriage which allows varying the clearance between carriage and machine for better impressions, whether typing three copies or 15. This ends perforation of letters on top sheets in multicopy typing. Automatic margin setting is operated from keyboard; also double letter spacer; and an adjustable, noiseless and rapid paper inserter. Four-position ribbon control includes a center economy setting, making it possible to use the whole width of a single-color ribbon. Also there is a 7-position decimal tab-type tabulator with selector key, extendible to ten positions. Carriages of different widths can be interchanged in any position without machine adjustment. Standard carriage is 12½"; also available

are 15", 18" and 25" widths. This machine has the segment shift common to other Torpedo units. It comes in decorator colors and finishes that harmonize with any office decor. **For More Information Circle No. 396.**

MAGNETIC ACCOUNTING FORMS

Bann, Inc., 620 Rossmor Bldg., St. Paul 1, Minn., makes ledger sheets and other forms with stripes of magnetic tape on the reverse side for use with Burroughs Sensi-



tronic posting machines. Since standard Scotch 301 magnetic tape is used on the forms, it is claimed that there is less wear on machine's read head, signal output

YOU'RE THE APPLE OF THEIR EYE WHEN YOU SPECIFY

FINCH, PRUYN PAPERS

Because FINCH, PRUYN papers are easy to use, those who operate your office units will be delighted with your choice of FINCH, PRUYN stocks.

That's because they can always expect clean, crisp looking sales letters, direct mail pieces, announcements, office forms and all other duplicator and mimeo pieces. And what you and the office accountant particularly know, FINCH, PRUYN papers are remarkably economical. Get the story on the complete FINCH, PRUYN line: FINCH OFFSET, BOND, MIMEO, DUPLICATOR; COOPER'S CAVE OFFSET, BOND, COLORED BOND, MIMEO, DUPLICATOR and IMPACT COLORED OFFSET.

FINCH, PRUYN
AND COMPANY, INC., GLENS FALLS, N.Y.
9 GLEN ST., GLENS FALLS, N. Y. – PHONE 3-2541

Finch, Pruyn & Co., Inc.
9 Glen St., Glens Falls, N. Y.

I'd like to hear more about Finch, Pruyn papers.

NAME .....

COMPANY .....

ADDRESS .....

CITY ..... STATE .....

For More Information Circle No. 288

Versatile, low cost "Sharpshooter" camera handles Ektalith process

Lets you interchange Ektalith, vacuum, cut film and xerography backs quickly and easily. Same focusing scales used for all backs. Handles Ektalith up to 9 x 14 — film negatives up to 14 x 18. Enlarges 3 times and reduces 3 times. Is completely aligned and wired — ready to plug into your 110 volt, 60 cycle outlet.

Write today for complete information on this machine — and on camera training school

Miller-Trojan Co., Inc., Troy, Ohio

For More Information Circle No. 341

Mail Cart! MODEL LS-2

Put efficiency in your mail operation! This double-deck polished aluminum mail cart by Chesley lets your mail department categorize incoming mail for quick, error-free delivery. Lower basket for out-going mail. Both baskets are removable.

BASKET SIZE—(Upper) 17½x25x11; (Lower) 17½x25x8
FRAME—High Polished Aluminum • BASKETS REMOVABLE
SHIPPING WEIGHT—33 lbs. • PRICE—$47.50 • TERMS 1% 10 days, net 30 days • F.O.B. Detroit.
File folders to fit guide bars — $.24 ea.

Write for free brochure — or, better still — order today!

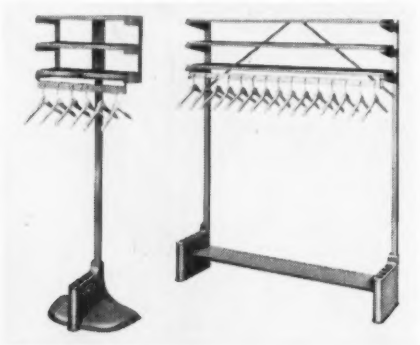
Chesley Industries, Inc.
24777 Telegraph Road, Detroit 41, Mich.

For More Information Circle No. 342

is consistent and performance reliable. The tape is laminated to the forms by a patent-applied-for method. These forms, custom printed, are said to be priced competitively with other magnetic ledger sheets. Nine midwest banks have trial tested the forms for six months to a year with satisfactory results. Magnetic forms systems can be used to further automate accounting machine work in any office. **For More Information Circle No. 156.**

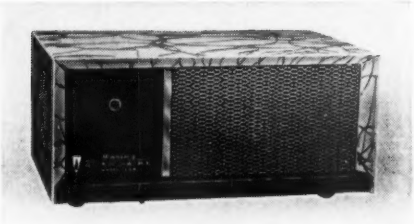
CLOTHES RACKS

Borroughs Mfg. Co., 3002 N. Burdick St., Kalamazoo, Mich., announces its 1961 line of Executive garment racks. There are four newly designed floor models (E6, E9, E12, E15), four wall models and three double-face models, each accommodating the number of garment hangers indicated by its model number, before reversing the hanger bar. All models have an improved,



vinyl-covered hanger bar which can be reversed to increase hanger capacities 25%. The vinyl covering resists scratches and corrosion. Sturdy, umbrella-holding bases on the floor models have easy-glide drip trays. The E6 is for private offices or homes. The other models are suitable for any size or type of office. There is a choice of five modern colors, in electrostatically baked-on enamel, to harmonize with the decor of any office. **For More Information Circle No. 393.**

AIR PURIFIER

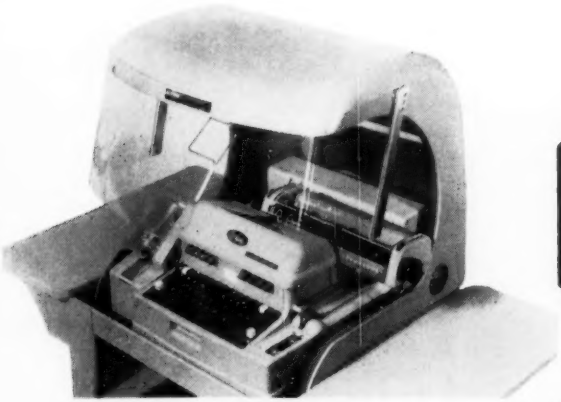


Waring Products Corp., 25 West 43rd St., New York 36, N. Y., makes the Guardaire for cleansing offices and conference rooms of irritating dust-pollen, smoke and odors. Its Triple-Guard Filter Barrier has a specific component to combat each irritant. Germ-killing Permachem-impregnated cellulose fibre filter traps dust-pollen and other airborne irritants. Activated Dacor charcoal filter destroys irritating smoke and odors. Three germicidal ultraviolet lamps cleanse other living impurities from the air. With cleaner air you are able to think better and work better with a clear head. The Waring

FLEXOWRITER *or* TYPEWRITER

NOISE

CAN BE



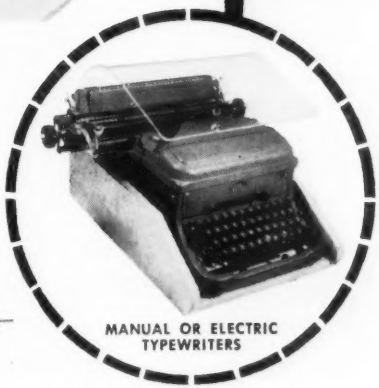
LIGHT WEIGHT, MODERN STYLING

Today's automatic data processing machines make office work much more efficient, but a degree of that efficiency is lost because of the resultant noise factor. With the new lightweight fiber glass Gates Acoustinet, machine clatter is absorbed at its source. Now office workers can concentrate on media. Modern style and decorator colors make our Acoustinet a handsome addition to any office!

Write today: give machines, make, model used and measurements.

GATES ACOUSTINET, inc.

708 S[illegible]ULDING [illegible] BLDG. SHERIDAN DRIVE
[illegible]AWANDA, N. Y.



MANUAL OR ELECTRIC TYPEWRITERS

For More Information Circle No. 335

AVOID COST AND DELAY OF BINDERY DRILLING

CURE HAND-PUNCHING HEADACHES WITH A

Spinnit

PAPER DRILL

A real production model—handles big or small jobs. Does clean, sharp drilling. Takes 1" stock. Table size 12" x 18". Chip disposal. Adjustable back gage and 4 stops. Price includes one hollow drill. 12 standard size drills from ⅛ to ½"—$3.90 each. Slitting attachment $7.50; slotting attachment $9.00.

Write us for details.

LASSCO PRODUCTS, INC.
485 Hague St. • Rochester 6, N. Y.

For More Information Circle No. 317

Guardaire is attractive in appearance and weighs only 5 lbs. **For More Information Circle No. 154.**

PHOTOCOPIER

Speed-O-Print Corp., 1801 W. Larchmont Ave., Chicago 13, Ill., announces the portable Model 9-B photocopier, a self-contained unit for table or desktop

use. Automatic paper ejectors are built into its base. Copies any document up to 9" wide by any length. Clean to use and simple to operate. Priced at $199. **For More Information Circle No. 161.**

OFFSET DAMPENER ROLLERS

Roll-O-Graphic Corp., 133 Prince St., New York 12, N.Y., announces that the Perfex System of disposable dampeners is now made for Multilith 1250, Multilith 1250W (11 x 18), ATF15, Photostat, Whitin, Davidson 211,214 and 251. The system consists of a set (form and ductor) of dampener rollers, complete cores with Tri-Mol molleton covers applied. When covers need changing, simply throw away the complete roller and replace. Since it is a complete roller, the Perfex need only be put into its proper position on the press and it is ready to run without loss of press time. No operation change is necessary from present dampener system. No longer send out for a dampener recovering or waste time attempting to re-

How to set your office standards high . . . Here is a new standard for comparison in your most essential office machine—Underwood's style-wise Touch-Master II. Comparative tests prove that Touch-Master II requires much less typing effort than ordinary standard typewriters. And less effort means more time saved, finer work quality, less fatigue for the typist. The efficiency of Touch-Master II is typical of all the office time-savers in the most complete line of business machines in the world. Credit these advantages to Visioneering—that's Underwood's ability to foresee your particular problem and help you solve it!

underwood

Underwood Corporation • One Park Ave. • New York 16, N. Y.

For More Information Circle No. 359

3M Makes Microfilm So Easy to Use

Industry-Proved 3M Microfilm Products Compatible with New Government Specifications, Speed Industrial Paperwork

In April, 1960, the trend to miniaturization and automation of engineering and related data leaped ahead with the release by the Department of Defense of the standards and specifications for its new Engineering Data Micro-Reproduction System.

Based upon, and compatible with, microfilm systems now being used by industry to speed industrial paperwork, the new requirements standardize the preparation and use of film, aperture cards, and eventually, equipment.

If you are now using microfilm for your engineering drawings and records, more than likely you will simply integrate the new requirements into your present system.

If you have held off instituting a microfilm program pending more information about the specifications, you will want your organization to familiarize itself with the new procedures right away. It's to

For More Information Circle No. 207

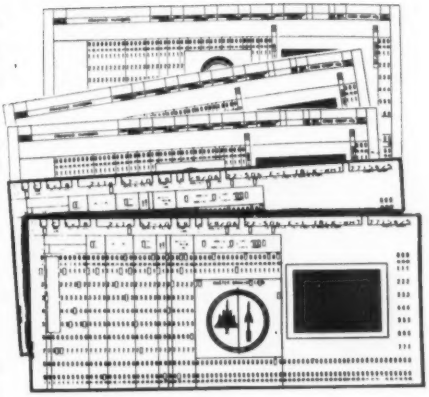
your advantage because these new standards open broad avenues for control of industrial paperwork problems.

In any case, you can depend on 3M's industry-proved products to make microfilm so easy to use. Designed to meet military requirements, these 3M products raise marketing and production efficiency, and lower overhead.

FILMSORT Aperture Cards and "Duplicard" Copy Cards, long used by Government and industry, are designed to meet the specifications and standards for the Engineering Data Micro-Reproduction System. They standardize drawings and records. They consolidate pertinent data. They shrink file space. They speed retrieval of information. They simplify dispersal of needed facts. And now, to speed your use of FILMSORT Aperture Cards, 3M supplies both the printed card and the aperture. You save on shipping costs. You get your cards faster.

FILMSORT Microfilm Copiers, Mounters, and Readers are designed exclusively for FILMSORT Aperture Cards. They are engineered to make your micro-reproduction system practical.

THERMO-FAX "Filmac 200" Reader-Printers combine the advantages of a reader and a printer in a



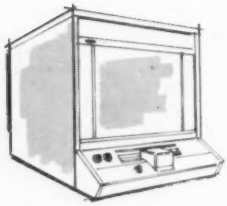
single low cost unit. You can refer to the enlarged drawing on the huge viewing screen. When you want a print, just touch the button and in seconds you will have a clean, work-size copy—18 by 24 inches or 18 by 12 inches. With a THERMO-FAX "Filmac" Reader-Printer you can take more than a look—you can take a copy. Located at multiple points-of-use, the "Filmac 200" Reader-Printer will fit into your microfilm system perfectly. There's a new "Filmac 100" Reader-Printer, too, that delivers 8½ by 11 inch copies in seconds.

For complete information on how 3M makes microfilm so easy to use and details about the new Department of Defense microfilm standards and specifications, mail the coupon on the next page today.

(continued)

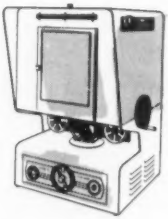
For More Information Circle No. 207

MODERN MICROFILM PRODUCTS FROM 3M

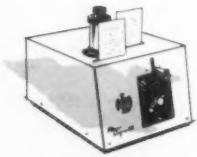


THERMO-FAX "Filmac 100" Reader-Printer

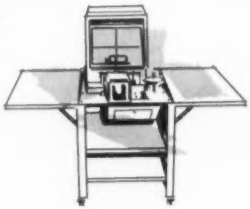
FILMSORT "Inspector 50" Reader



THERMO-FAX "Filmac 200" Reader-Printer



FILMSORT "Uniprinter" Copier



FILMSORT Semiautomatic Optical Mounter

3M COMPANY

MICROFILM
PRODUCTS

THE TERMS "FILMSORT," "DUPLICARD," "THERMO-FAX," "INSPECTOR," AND "UNIPRINTER" ARE REGISTERED TRADEMARKS OF

MINNESOTA MINING AND MANUFACTURING COMPANY

. . . WHERE RESEARCH IS THE KEY TO TOMORROW

ST. PAUL 6, MINN.

Minnesota Mining and Manufacturing Co., Dept. FBC-80, St. Paul 6, Minn.

Please rush me complete information about 3M Microfilm Products and details about the new Department of Defense specifications and standards.

Name_____

Title_____

Company_____

Address_____

City_____ Zone____ State_____

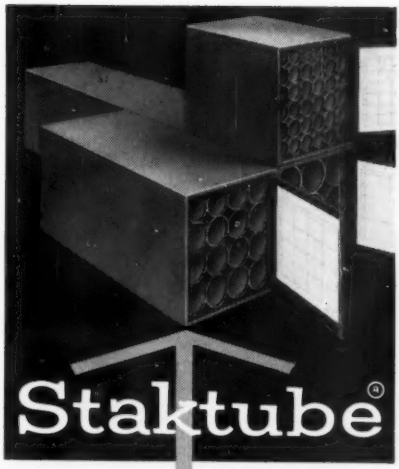
For More Information Circle No. 207

cover dampener covers by hand. In less than a minute anyone, with no skill or training, can replace an entire dampener roller unit at less cost than sending out dampeners for recovering. **For More Information Circle No. 135.**

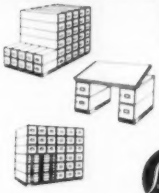
ADDING MACHINES

Smith-Corona Marchant, Inc., Syracuse 1, N. Y., announces an electric adding machine line consisting of three full featured, ten-key models: E66, E78 and E99, with list prices of $129.50, $159.50 and $189.50 respectively, including federal excise tax. Machines are made by General-Gilbert Corp. having been market-tested and perfected under the General name before being completely restyled.

Smith-Corona Marchant has acquired exclusive worldwide distribution rights to the entire General-Gilbert line and will market machines under both the SCM and General names. All three models perform addition, multiplication and subtraction automatically with electrically activated keys and controls at speeds close to three cycles per second. Multiplication is accomplished with a single entry. A minus sign identifies all subtracted items. Subtotal and total entries are printed with S and T symbols for easy checking. Transparent tear-off bar keeps all entries completely visible. Automatic subtraction and



Stacor's lifetime steel ROLL FILE SYSTEM



"Easy-file easy-find" system to keep rolled prints, plans, maps clean, safe. 32 sizes — 8 lengths, 4 tube diameters.

Send NOW for illustrated catalog of profitable, fast-moving Drafting Equipment

STACOR EQUIPMENT CO.

333 Emmet St., Newark, N. J.

Phone: Bigelow 2-6600

For More Information Circle No. 323

SORTKWIK®

Your Stationer has SORTKWIK or will stock it for you. Only 50c each.

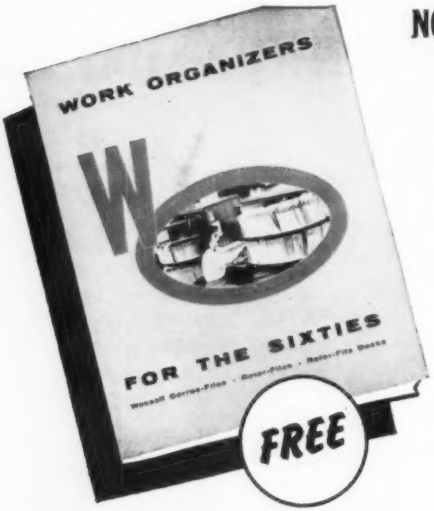
For More Information Circle No. 324

repeat controls for fast division are featured on the E99 (shown above). Magnifying windows on adding dials afford greater visibility on this model. **For More Information Circle No. 185.**

CHECK PROCESSORS

Todd Co. Div., Burroughs Corp., 1150 University Ave., Rochester 3, N. Y., makes the T-142-D Control Center Unit, a check-processing machine which writes, signs, protects, dates, counts and completely tabulates items at up to 2000 an hour. It provides the same functions of two machines: an adding-listing checkwriter and a signer. Complete disbursement control is assured as checks are delivered to a locked vault. Total or subtotals may be taken at any time, but a total lock built into the machine prevents unauthorized

persons from clearing it. It has a nine-bank keyboard for writing checks for one cent less than $10 million. Control knobs are on the front of the unit for operator convenience. Machine is handsomely styled



NOW READY FOR MANAGEMENT

32 PAGES OF ANSWERS

to High Clerical Costs

Here is the story of the new Wassell Work Organizer principle of filing — full of ideas and examples of how major firms are using Wassell filing systems to save time and dollars.

"There are twice as many office workers today as in 1940; 100,000 more than a year ago."

—National Machine Accountants Association, January 1960

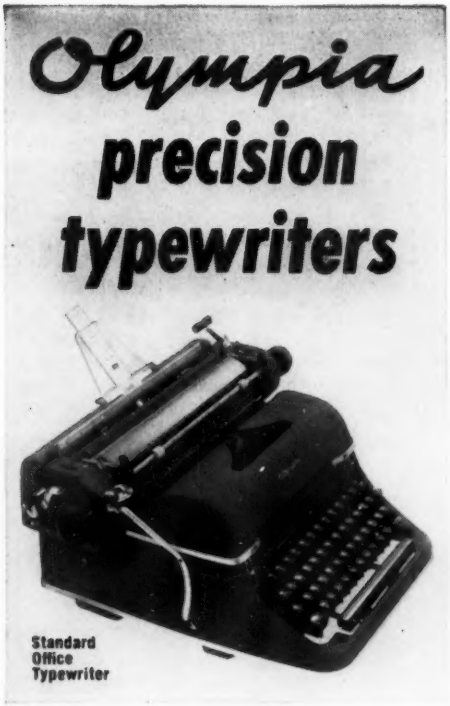
"In manufacturing industries, the rate of growth of non-production workers since 1947 has been about 15 times that of production workers."

—Office Equipment Manufacturers Institute, September 1959

WASSELL ORGANIZATION, INC. DEPT O-8, WESTPORT, CONN.

For More Information Circle No. 311

Olympia precision typewriters


Standard Office Typewriter

...write best of all ... because they're built best of all

Lightweight Portable

DeLuxe Portable

Meet the Olympia Family of Precision Typewriters—preferred the world over for their quality, value and ease of operation. There's one designed for every typing need – whether for office, home, school or travel use. Each features the finest in typing aids—from convenient half-spacing to exclusive spring-cushioned keytops. Precision-built to the highest standards in Europe's largest, most modern typewriter factory. See—test—compare an Olympia before you decide on any other typewriter. You will find Olympia a solid investment in efficiency.

Find Your Nearest Authorized Olympia Dealer In the **Yellow Pages**

OLYMPIA DIVISION, Inter-Continental Trading Corporation, 90 West Street, New York 6, New York

For More Information Circle No. 245

FIRST | IN QUALITY IN PERFORMANCE ATLAS

VERTICAL FILING SYSTEMS

- FAST
- EFFICIENT
- ECONOMICAL
- SAFE

FOR
NEGATIVES • OFFSET PLATES
STENCILS • SKETCHES • ARTWORK
MASTERS • X-RAYS

ATLAS HANGERS AND CABINETS

Only Atlas manufactures a complete line of cabinets and hangers in 11½", 14", 18", 22", and 24" widths.

DNP Hangers (illustrated)—for offset plates and negatives

SH Hangers—for serrated edge offset plates

PH Hangers—for pinhole edge offset plates

PSC Hangers—for straight edge plates, negatives, stencils

DSH Hangers—for standard stencils

DGR Hangers—for foreign heading stencils

File-Grip (TM) Hangers—for large offset plates, blueprints, maps, etc.

Write For Complete Literature

ATLAS STENCIL FILES CORP.
16716 Westfield Avenue, Cleveland 10, Ohio

For More Information Circle No. 312

in Burroughs beige and blue. Variations of the full control center unit are available in the T-142C which performs all of the operations except dating; T-142B which writes, adds, lists and dates; and T-142A which writes, adds and lists. The T-142A and T-142B can be used in combination with T-141(S) controlled facsimile signers recently introduced by Todd. **For More Information Circle No. 118.**

DESKS

Imperial Desk Co., Evansville 7, Ind., combines wood, plastic and steel to achieve the "look of tomorrow," in its Predicta furniture series. These desks and companion pieces are handsome and dur-

able, allowing complete flexibility to answer the arrangement needs of general and private offices, and lend an air of prestige to any office. **For More Information Circle No. 157.**

Office Managers Praise Economy & Fine Writing of Gardner's SUPER-RITER Office Pens

For Ledger Cards, Visible Records, Figure Work, Charts, Fine Writing. Precision Engineered Extra Fine Ball Point. All Brass 5¼" long ink cartridge. Light, Slim, Comfortable—like a pencil. Formulabs® pre-tested quality ink flows smoothly, evenly. Black, Red, Blue, Green ink. Outstanding performance. Praised by Accountants, Auditors, Bankers, Bookkeepers, Secretaries. And talk about Economy! We pay postage anywhere in USA. Retail 39c each. Your NET Cost is:

1 dozen		$3.25
3 dozen	Colors may be assorted in doz. lots	3.10 per dozen
6 to 11 doz.		3.00 per dozen
1 Gross		28.50
2 Gross up		24.00 per Gross

Money back guarantee: Return at our expense within 10 days after receipt of pens if not entirely satisfactory. You can't lose. That's fair enough isn't it? Now, buy in quantity at Wholesale prices and really $ave. Order from:

GARDNER STAMP COMPANY
166 South Washington St., Wilkes-Barre, Pennsylvania

For More Information Circle No. 313

ONE WILL GET YOU TEN...

Imagine . . . not 5 . . . but
10 COPIES FROM 1 NEGATIVE!

Copycat®

For More Information
Circle No. 401

WORLD'S FASTEST PHOTOCOPYING MACHINE AT ANY PRICE

COPIES ANYTHING: Clean reproductions from any material, any ink, all colors — and red too.

ECONOMICAL! Cuts cost of photo copies in half.

CONVENIENT! Needs no warm-up time — ready to use at the flick of a switch.

DURABLE! Lifetime construction — engineered for years of service.

COMPACT! No extra equipment needed. Space-saving wall mount, or, if preferred use it on the desk.

AUTOMATIC! Electrically-driven components eliminate hand operations — just feed paper into slot — the machine does the work.

SAFE! No unpleasant odors or fumes, no blinding lights, no hot grids, no messy trays.

SIMPLE TO OPERATE! You'll learn the knack in less than 5 minutes.

Copycat®
CORPORATION
215 Fourth Ave., New York
Phone: ORegon 4-5582

MAIL THIS COUPON TODAY!
COPYCAT CORPORATION
215 4th Avenue, New York, N. Y.
Will you have your representative arrange a no-obligation demonstration for me?

NAME_____

ADDRESS_____

CITY_____ ZONE_____ STATE_____

O-8

Your company is judged
by the office you keep...

For More Information Circle No. 315

The fine quality look of a Cole Steel office—
the careful attention to personal comfort—
the skillfully crafted construction—all
combined create an office of quiet good taste and
matchless efficiency. This is why so many of
America's blue chip companies select Cole Steel
when furnishing their offices. See for
yourself why Cole Steel furniture is
so far ahead in the office equipment field.
Send for our Free color catalog today.
Cole Steel Equipment Co., Inc.,
Dept. 57, 415 Madison Avenue, New York 17, N. Y.

COLE STEEL

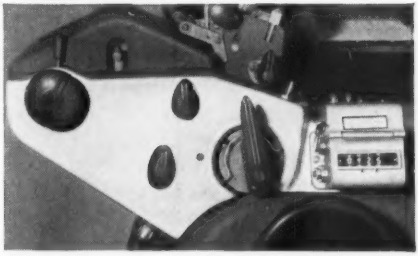
NEW YORK CITY • CHICAGO • PHILADELPHIA • LOS ANGELES • SAN FRANCISCO • HOUSTON • ATLANTA • TORONTO, CANADA

INTERCOM

Gustav A. Ring A/S, Akersgata 8, Oslo, Norway, has developed the Ring-Master Electronic Intercom, a pushbutton-dial intercom that also can be used for central dictating, paging, announcing, music-at-work, and can be integrated with long distance line-link equipment. Using ten pushbuttons with two additional buttons for auxiliary purposes, each Ring-Master can dial up to 2000 stations. There is no wait for dial tone. Direct connection is

established after buttons are pushed. Inconvenient calls can be rejected, or transferred to a secretary or assistant by pushing one button. The paging system allows instant contact with the person calling by pressing one button. To page, the caller merely dials 0 plus the persons number, which automatically flashes a visual signal throughout the area. The person being paged goes to the nearest Ring-Master unit and presses the 0 button, which connects him with the caller. Each unit is smaller than a telephone (5" x 8") and attractively styled for desk use. No hands are required for conversation, but privacy features are included and it may be converted to manual use at any time during the call. The Ring-Master system releases the telephone from the volume of internal calls. By including personal signals, the right person always answers, further re-

Automate your Multilith with the new ATF Program-Matic System Control



- *Simplifies duplicator operation*
- *Controls run automatically*
- *Cuts paper waste and downtime*

An ATF Program-Matic System Control on your Multilith 1250 virtually eliminates paper waste, and gives your operator single-handle control over all duplicating operations in proper sequence. It shortens the duplicating cycle.

Counter can be preset for any number of copies, and duplicator stops automatically at the end of run. You can also stop the duplicator at any time... and then resume without losing count.

(*Models also available for ATF Chief 15 and Whitin Masterlith*)

American Type Founders

200 Elmora Ave., Dept. O, Elizabeth, N. J.

Please send descriptive folder on ATF Program-Matic for_____ (make) duplicator.

NAME_____ TITLE_____

COMPANY_____

STREET & NO._____

CITY_____ ZONE_____ STATE_____

For More Information Circle No. 322

ducing lost time and delay. Also claimed, is that actual conversation time is considerably reduced, and in most instances the total connection-conversation time period is less than the average time spent merely to make connections with telephone intercoms. Over 90 different systems are available, including special installations for schools, hospitals, mines, ships, etc. The system can be expanded at the central exchange without modifications of original stations. Distributorships are available. **For More Information Circle No. 164.**

ADDING MACHINE

R. C. Allen Business Machines, Inc., 668 Front Ave., N.W., Grand Rapids, Mich., introduces a seven column portable adding machine designated Model 77. It offers direct subtraction, and 99,999.99 listing and totalling capacity. Visible dials to show accumulated total, automatic printed clear signal, and automatic space-up to tear-off blade on total are all standard features. Added advantages are found in the correction key, which automatically restores keyboard to normal; the repeat key for multiplication and both positive and negative repeat items; and a subtract key that prints in

WE ASKED THESE

For More Information Circle No. 305

red with a minus symbol. To increase operators' efficiency, the Model 77 has an even-odd key formation (odd numbered keys are extra concaved) for faster, easier touch identification. **For More Information Circle No. 147.**

PHOTOCOPIER

Peerless Photo Products, Inc., Shoreham, L.I., N.Y., provides automatic replenishment and elimination of mixing of solution with a feeder-cap attachment designed for Quick Silver office photocopiers. The feeder-cap of nylon and Uscolite, replaces the standard bottle cap. Bottles with feeder-caps attached are inverted into the machine to dispense solution in correct quantity. Solution is supplied pre-mixed in the bottles. With this feeder-cap and replacement system, Quick Silver photocopy equipment will make up to 750 letter-size copies with one set of bottles. Copies

are made for only 5¢ each at the rate of four per minute. The feeder-cap is constructed so that the fresh replenishment solution, during its storage in operating position, never comes in direct contact.

CHARMING GIRLS:

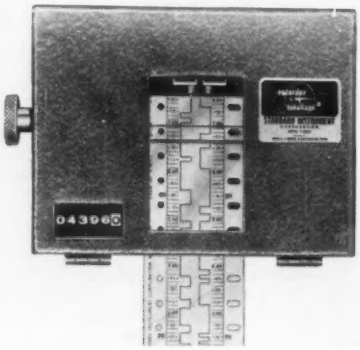
What famous papers work better for you... and help you do better work for your bosses?

For More Information Circle No. 304

with the working solution in the tray. Yet its supply is regulated by the level of the working solution through balance of air pressure between the working solution which climbs in the air tube of the feeder-cap and the fresh solution within the bottles. This assures a replenishing solution of full strength. The cap has a shut-off valve which is opened and closed by simply revolving the bottle about ⅛ turn. Quick Silver utilizes the photographic stabilization process which requires only a single sheet of paper to make a copy. It makes copies of photographic clarity and will reproduce all types of originals. **For More Information Circle No. 128.**

MACHINE TIME RECORDER

Standard Instrument Corp., 657 Broadway, New York 12, N. Y., makes the 2-Channel Time Recorder designed to record and compare productive time of office equipment. The unit graphs simultaneously, on a single strip chart, the operating patterns of two machines, two functions of the same machine, or any two



processes. It may be connected to distinguish between actual productive time and nonproductive idling time. It offers unlimited possibilities for automatic moni-

NEKOOSA-EDWARDS PAPER COMPANY • PORT EDWARDS, WISCONSIN

For More Information Circle No. 304

toring of production lines, plant systems or individual machines. It will analyze the operation patterns of machines, compare productivity of two machines, determine ratio of one operating function to another, compare actual productive time to total operating time, etc. A built-in Time Totalizer read-out counter continuously furnishes a visual sum of productive time in hours and tenths, or minutes and tenths. This is a useful guide for preventive maintenance, cleaning and overhaul of equipment, parts replacement and production information. An autograph access window permits the making of notations directly on the strip chart, so job number and reasons for down-time may be made an integral part of the chart strip data. Installation is simple, and may be made from wiring diagrams supplied by manufacturer. The instrument may be mounted remotely or at the point of production. Standard chart roll speeds are 1″ per hour, 4″ per hour, 12″ per hour and 60″ per hour. Slower charts run as long as four months without change. The 2-Channel Time Recorder with a built-in Time Totalizer is $95. Available for either 110 or 220 volt operation. For literature and information on modifications and accessories, **Circle No. 122.**

BALLPOINT PENS

Scotty Engineering Co., 8 Minna St., San Francisco 5, Calif., offers a line of

ballpoint pens with chains and Hold-Tite bases. It consists of: SC 1 Desk Set Pen with chain, Hold-Tite base and funnel at $1.95; SC 2 Desk Set Pen with Hold-Tite

Nekoosa PAPERS

MILLS AT PORT EDWARDS AND NEKOOSA, WISCONSIN, AND POTSDAM, NEW YORK

For More Information Circle No. 304

base and funnel at $1.25; SC 3 No. 200 Scotty Pen with chain and Hold-Tite base at $1.25; SC 4 No. 200 Scotty Pen with chain only at $1; and SC 5 Hold-Tite base with chain and pen or pencil clip at 50c. SC 1 and 2 are individually boxed and available in black or white. Desk set pens use standard refills. Pens are readily replaceable, chains being fastened to tops by a threaded screw. Regular dealer discounts apply. **For More Information Circle No. 149.**

CHANGE NUMBERS QUICK AS A WINK!

FORCE *Quick Change*

Force Quick-Change Numbering Machines permit instant changes of numbers *regardless of sequence*. They are ideal for numbering bank books, work cards, yardage tickets, drug and chemical labels, file folders, jackets, coded job tickets. Indicator figures alternately colored for easy reference. Heavy-duty model has 3/8" figures, available with up to 16 wheels. *Write for catalog.*

WM. A. **FORCE** & CO., Incorporated
216 Nichols Ave.
Brooklyn 8, N. Y.

For More Information Circle No. 332

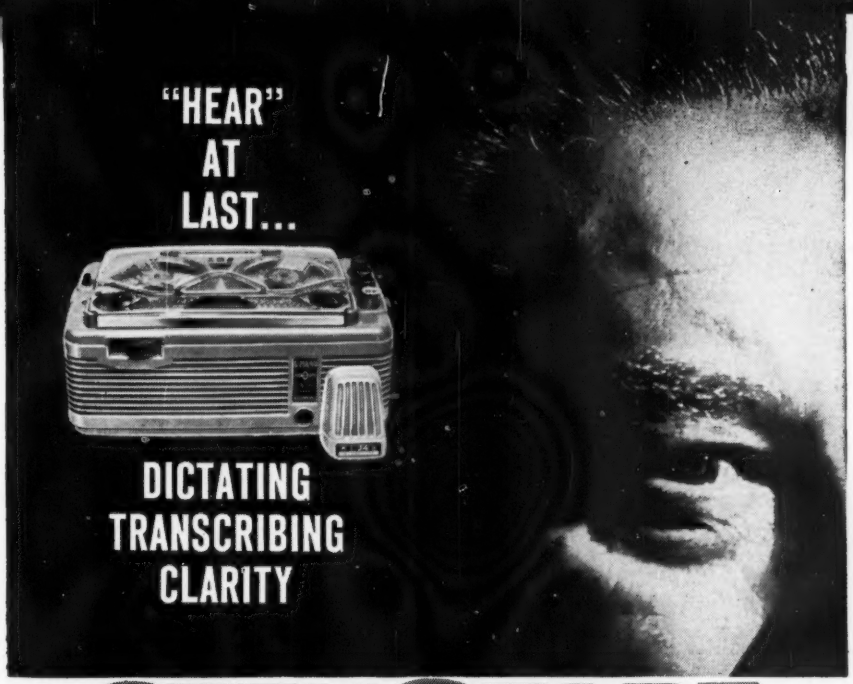
TWO-WAY RADIO

Globe Electronics Div., Textron Electronics, Inc., 22-30 South 34th St., Council Bluffs, Iowa, makes the transistorized Pocketphone radio which measures only 1⅝" x 2⅜" x 16¼" yet sends and receives at distances up to one mile in the citizens broadcast band. No license is required to operate it. Built-in battery may be recharged and will last up to one year without replacement. Microphone and

speaker are built in and a retractable antenna may be extended for sending. Weighing only 13½ ozs., the Pocketphone can be used as a paging system and for other business or personal use. Priced at $125 each. **For More Information Circle No. 184.**

LEAD DISPENSER

Koh-I-Noor Pencil Co., Bloomsbury, N. J., introduces an improved Ejectomatic Lead



STENOTAPE GELOSO

offers true "professional" dictating transcribing sound and efficiency

Listen to this performance...here is the soundest practice you can establish to end paper-work problems. LISTEN: StenOtape gives you the greatest clarity of sound in the dictating field today. This 6½ lb. compact unit, with its extremely sensitive microphone records every word perfectly within a 30 foot radius. You can actually dictate comfortably from any point in the room. Seated and relaxed, you can tape interviews, conferences, comfortably; and because of StenOtape's unique sound-fidelity, your secretary will hear and enjoy every word of your error-free dictation. Doctors and Dentists can play their post graduate educational tapes on StenOtape and enjoy superb playback quality. At the office, home or away, StenOtape records everything up to 2 hours on one tape...phone calls, conferences, dictation, *even music!* Hear the StenOtape difference now...it's an exceptional value!

only $179.95

FULL YEAR GUARANTEE Federal Tax Included

Check These Other Major StenOtape Features:

● Accurate word-counter. ● Built-in Speaker. ● 4" high, weighs only 6½ lbs. ● Travels in handsome attache case. ● Low-cost accessories available to cover every dictating-transcribing-recording situation. ● Precision designed by Geloso, Europe's largest integrated electronics manufacturer of communication equipment. ● Sales and Service Coast to Coast.

4-WAY VERSATILITY

1. Dictate **2. Transcribe**
3. Record **4. Playback**

AMERICAN GELOSO ELECTRONICS, INC.
251 Park Ave. So., Dept. 114, New York 10, N. Y.

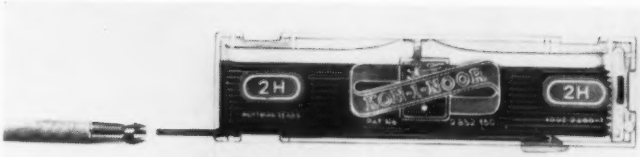
Gentlemen: Please rush, without obligation, illustrated booklet "The Facts About Dictating Machines." I understand that should I decide to purchase a StenOtape this coupon entitles me to a lifetime supply (6 rolls) of reusable Magnetic Tape worth $15.00.*

Name_____

Address_____

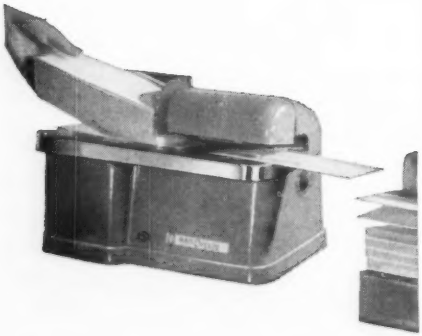
City_____ Zone___ State_____

For More Information Circle No. 355



Dispenser which feeds lead automatically to the lead holder without handling the lead. It substitutes a spring action feed in place of the gravity feed formerly used, and makes lead replacement and exchange quicker and more convenient. All 17 degrees of Koh-I-Noor drawing leads come packed in the new Ejectomatic. **For More Information Circle No. 120.**

Sales Manager sees reports earlier!



Big deal in Des Moines? Prospect peeved in Pittsburgh? The sooner your sales manager gets his call reports, the sooner he can take action. A time-saving MailOpener provides this benefit.

- A MailOpener snips a hairline edge off an envelope instantly, without damaging the contents. It handles envelopes of any size, weight and stock. There are three models, hand and electric.
- A MailOpener helps all departments by speeding up the delivery of incoming mail. It is a worthwhile time saver even in the smallest office. Call the nearest Pitney-Bowes office for a demonstration in your office—no obligation. Or write for free illustrated booklet.

FREE: *Send for handy desk or wall chart of postal rates, including recently increased parcel post rates.*

Pitney-Bowes
MAILOPENER

PITNEY-BOWES, INC.
3458 Walnut Street, Stamford, Conn.
. . . originator of the postage meter . . .
139 offices in U.S. and Canada.

For More Information Circle No. 331

OPAQUE VELLUM

Fletcher Paper Co., 20 N. Wacker Drive, Chicago 6, Ill., has issued a three-color folder printed in blue-green, brown and black on white Mackinac Opaque Vellum, an addition to its job-ready business papers. An interesting feature of the folder is an opacity comparison made between lightweight vellum and an average 20 lb. bond. A sample sheet of each is mounted over the same type block to

show that Mackinac Opaque Vellum has opacity equivalent to the average bond paper in 20 lb. weight. Mackinac Opaque Vellum is recommended for special reports, house organs, promotion pieces, booklets, sales letters, package inserts, instruction sheets, price lists and menus. It is precision cut at the mill to 8½″ x 11″ and 8½″ x 14″, and wrapped in a protective wrapper, 500 sheets to the package. Available in white only in 40, 50 and 60 lb. For the folder, **Circle No. 173.**

FLOOR MAT

Associated Plastics Co., 1316 Millmore St., Grand Prairie, Texas, makes Kleermat, a transparent floor mat with polished edges, shipped in a protective package. Immediate shipments are available from

3 PHONE PROBLEMS SOLVED

1. Safeguarding privacy.
2. Quieting the office.
3. Better hearing—noisy places.

HUSH-A-PHONE
Model for all types of phones and dictating machines.
Write for Literature.
HUSH-A-PHONE
72 Madison Ave.
New York 16

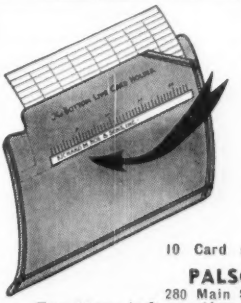
For More Information Circle No. 318

CONTACT SCREENS

The Universal, a new, improved gray contact screen, shoots faster, gives more contrast if desired, and better tone values. For reproducing photos on photocopiers having a flat-bed exposure section.

Rulings: 32, 45, 55, 60, 65, 75, 85, 100, 110, 120, 133, 150, 175, 200, 250
Sizes: 8 x 10 to 23 x 29 in.
Pre-angled screens to 23 x 29 in.
Write for new literature.

CAPROCK DEVELOPMENTS
165 Broadway, N. Y. 6 **REctor 2-4028**
For More Information Circle No. 319



BOTTOM LINE CARD HOLDER

Controlled Front Feed Stop Gives Precision Alignment

For fast, accurate typing of bottom line index on all visible cards

10 Card sizes — $2.00 to $2.45

PALSON MFG. CO.
280 Main St., Worcester 2, Mass.
For More Information Circle No. 320

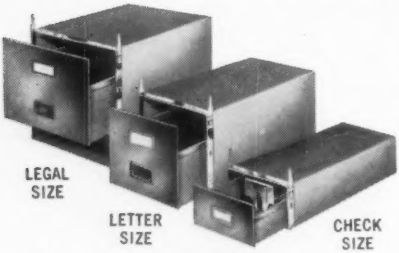
THE PRINT-O-MATIC CO., INC.
724 W. WASHINGTON BLVD. • CHICAGO 6, ILL.

For More Information Circle No. 321

STORE 'EM
PRONTO
FILE 'EM
PRONTO
FIND 'EM
PRONTO

Free your expensive files by transferring your old records into low cost Prontos and use your expensive steel cabinets over and over again.

20 DIFFERENT SIZES
a size for every office record



Find out why top companies everywhere use PRONTO STORAGE CABINETS for their old records. Fill in the coupon below and attach it to your letterhead . . . We will arrange a Pronto Demonstration at your convenience.

PRONTO FILE CORPORATION
415 Madison Avenue, New York 17, N. Y.

☐ Please send me your latest Pronto catalog.
☐ Have your representative call for demonstration.

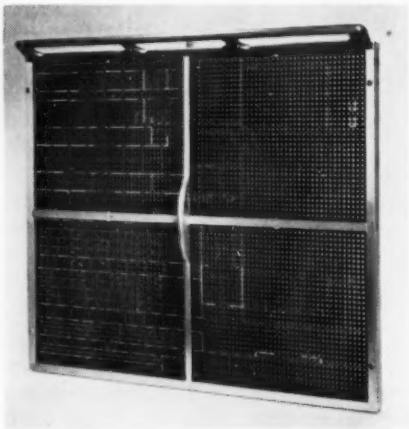
Name_____
Address_____
City_____ Zone_____ State_____

For More Information Circle No. 343

stock, and custom-made mats are delivered in a short time. Designed to protect and show the beauty of floor coverings. **For More Information Circle No. 129.**

MACHINE CONTROL PANELS

Tech Panel Co., Main St., Kirkwood, N. Y., has entered the data processing field with a line of control panels. Tech Panels are light in weight and easy to handle. Each unit is built to closer tolerances than called for in the original machine manufacturers specifications and is pre-tested prior to shipment. A national network of representatives will distribute

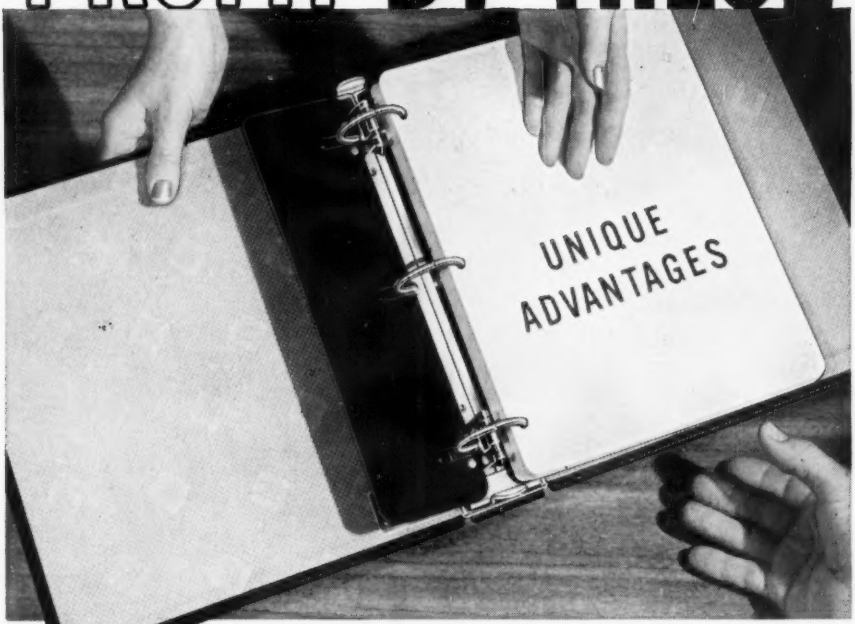


these panels. Automated order handling will make possible shipment of materials from the Kirkwood plant within 24 hours of receipt. To assist in the solution of specialized problems, the manufacturer will maintain a service engineering department to which unusual or difficult problems may be referred for fast, economical answers without obligation. Complete information on the new units is available in a brochure. For a copy, **Circle No. 131.**

COVER PAPERS

Eastern Fine Paper & Pulp Div., Standard Packaging Corp., Bangor, Me., offers a sample book for Atlantic Cover Papers. Chief feature is its sampling of Eastern's

PROFIT BY THESE



With S-O Ring Binder Features

You've got to hand it to this fast-selling binder! Start with the Built-in Automatic Sheet Lifter . . . notice how it will carry sheets freely over the rings, without resistance of friction. Then there are the incomparable "Slide-Opening" rings . . . which completely eliminates sheet-spill as they s-l-i-d-e gently apart; and which close without snapping shut and tearing sheets, as with old-fashioned binders. Still another advantage . . . the recessed metal hinge that prevents unsightly desk mars and damaging scratches.

Add to this list such exclusives as: 300% longer sheet life without reinforcing holes, plus the special ring design permitting 20% more capacity, and you have the FAULTLESS S-O Ring Binder — Quality-made by

Recessed metal hinge . . . can't scratch!

STATIONERS LOOSE LEAF COMPANY

246 East Chicago Street • Milwaukee 1, Wisconsin
114-116 East 13th Street • New York 3, New York

Your Best Buy . . . it's FAULTLESS

For More Information Circle No. 205

complete line of cover grades—Atlantic Cover, Atlantic Opaque Cover, Atlantic Pastel Cover—in one book. It is available to printers and buyers of cover paper printing. For a copy, **Circle No. 137.**

TABULATING FORM

Consolidated Business Systems, Inc., Dept. A, 30 Vesey St., New York 7, N.Y., introduces the Redi-Check, consisting of a multi-part, carbon interleaved, continuous tabulating form carrying a 3¼″ x 7⅜″ detachable tab card check on the face of part one. This form is flexible in its systems and procedures applications to accounts payable, inventory control, purchasing, invoicing, cost control, sales analysis, etc. For example, used as a remittance statement in accounts payable, original provides a recipient with identifying data and payment in one unit. Carbon copies are retained as issuer's complete record of payment. Checks are prenumbered to agree with statement consecutive number, prepunched for use with data

processing equipment, and preprinted with location and arrangement of magnetic ink characters. The form is available in depths of 5½″, 7″, 7-1/3″, 8″, 8½″, 10″ and 11″ and overall widths up to 25″. The check is in alignment for tabulating equipment and also practical for use on typewriters. Prepunching can consist of con-

NEW! All Purpose 14½″ PAPER CUTTER
SAFE...ACCURATE...STURDY...EASY TO OPERATE

At a Sensational Price
Only $139.50 List

ANYONE CAN OPERATE the **NEW HOMS M14 All Purpose 14½″ Paper Cutter** easily, accurately and in complete safety. Precision engineered, the Model M14 has features matched only in higher priced cutters . . . such as: automatic safety device, heavy duty paper press, full length side guide, full width adjustable back gauge and two permanent rules so that back guide may be set and locked for any paper size required. **See your dealer TODAY!**

WRITE TODAY for BROCHURES Complete INFORMATION, HOMS Office Products, Department O:
DOUGLAS HOMS CO., INC.
1314 ROLLINS ROAD
BURLINGAME, CALIFORNIA

For More Information Circle No. 314

HOW CAN YOU USE codex GRAPH PAPERS IN YOUR BUSINESS?

- COMPARE SALES
- CONTROL PROFIT
- MEASURE PROGRESS

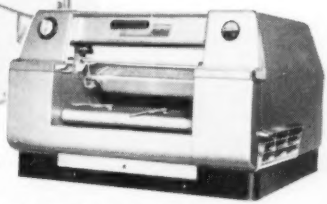
ORDER DIRECT SAMPLES ON REQUEST

Nearly 1000 Different Cross-Section, Business and Engineering Sheets in Stock For Same Day Shipment.

CODEX BOOK CO., NORWOOD 18, MASS.

For More Information Circle No. 316

Why Bruning Copying Machines Are Best for Business Systems



Copyflex One-Writing System Cuts Production Order Writing up to 90%!

With modern Bruning copying machines, information for ordering and reordering parts, sub-assemblies, and final assemblies is written only once.

Process Engineering enters manufacturing information on a combination production order and operations sheet, printed on inexpensive translucent paper. A reproducible copy – made by Copyflex on easy-to-erase matte film – is used over and over again by Production Control for reproduction of orders and all related records.

To re-issue orders, Production simply changes the variable order information on the film and makes Copyflex copies (white or colored) to serve as new production orders, material requisitions, travelers, etc. No rewriting or proofreading. And because Process Engineering holds the original operations sheet, *only latest manufacturing information is used for production.*

Best for business systems, Copyflex machines are flexible and economical – letter size copies cost only a penny each for materials. You owe it to yourself and your company to investigate Copyflex savings by mailing the coupon.

BRUNING
Copyflex®

Charles Bruning Company, Inc. Dept. 8-H
1800 Central Road, Mt. Prospect, Illinois
Offices in Principal U. S. Cities
In Canada: 103 Church St., Toronto 1, Ont.

☐ Please send me information on Copyflex for Production Control.

Name_____ Title_____

Company_____

Address_____

City_____ County_____ State_____

For More Information Circle No. 292

smart girl to insist on MECHANO FORM

She knew what her boss wanted — a ledger and index paper with 7 colors plus white, in eight weights for a coordinated office paper system.

Only Mechano Form Ledger and Index has this range and 50% cotton fiber quality. Only Parsons makes it . . . but your printer can get it quickly.

BETTER COTTON FIBER PAPERS

Parsons

KING COTTON BUSINESS PAPERS

YOURS: RECORD-KEEPING PAPER GUIDE NO. 111. WRITE ON YOUR BUSINESS LETTERHEAD TO PARSONS PAPER DIVISION, NATIONAL VULCANIZED FIBRE COMPANY, HOLYOKE, MASSACHUSETTS

For More Information Circle No. 336

secutive code numbers, bank transit numbers or any constant sorting code for automatic check reconciliation. Checks can be printed with standard or specially designed pantographs and E-13B type for MICR. Perforations permit quick and easy separation from remittance statement. Many other applications can be easily adapted if attached card is other than a check. The cost of Redi-Check is modest. For a sample, **Circle No. 133.**

DUPLICATING STENCIL

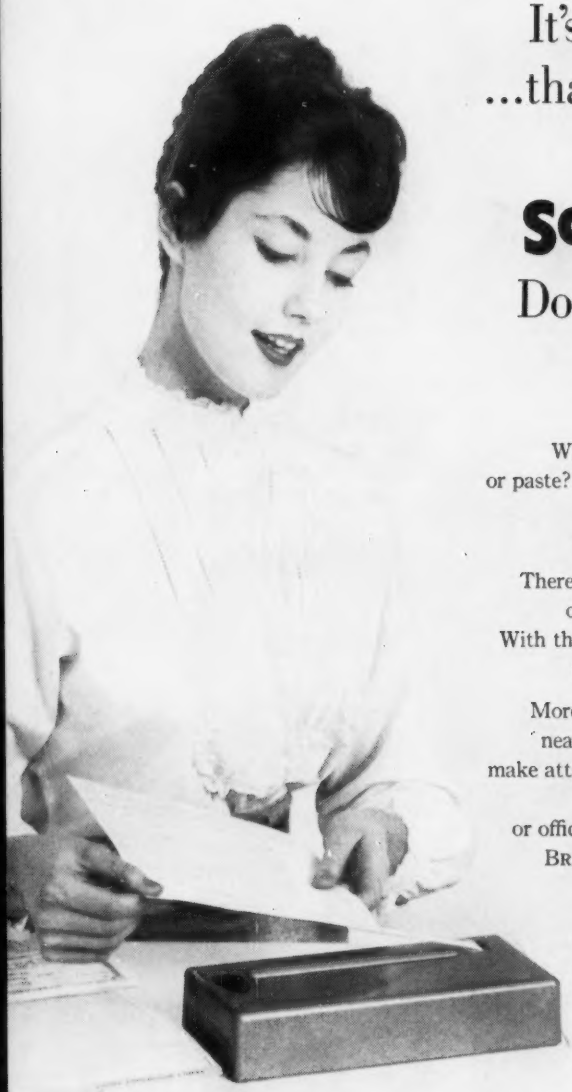
Frankel Mfg. Co., 285 Rio Grande Blvd., Denver 23, Colo., makes Klean-Write White Super-Sensitive Stencils for typing through Super Kemlon Ribbons. This eliminates the use of a film top sheet since the ribbon is strong, sheer and clear writing. It also eliminates chop-outs and

type-filling. Because the stencil is white, typing is as clearly visible as on white paper, making it easy to proofread and make corrections. Super Kemlon Ribbons come in 36-yd. lengths for IBM typewriters and in 24-yd. lengths for other typewriters. The Klean-Write stencil can produce as many as 15,000 copies. It costs less per quire than film-top stencils. **For More Information Circle No. 378.**

VACUUM PUMP OIL

NuArc Co., 4110 W. Grand Ave., Chicago 51, Ill., introduces an oil compounded especially for vacuum pumps. Called Vac-Lube, it contains natural, high lubricating qualities to give better lubricating

For More Information Circle No. 196—>



It's so clean, so easy ...that's why we attach papers with

REG. U.S. PAT. OFF.

SCOTCH BRAND Double-Coated Tape No. 665

Why waste time with old-fashioned glue or paste? "SCOTCH" BRAND Double-Coated Tape sticks on *both* sides, works like glue in ribbon form!

There are no sticky fingers, no spills, spots or wrinkles on important papers. With the new C-12 Applier this handy linerless tape cuts mounting time up to 50%!

More and more offices are discovering this neater, faster way to mount papers, to make attachments to assemble contracts or other documents. Call your stationer or office supplies dealer for "SCOTCH" BRAND Double-Coated Tape No. 665!

"SCOTCH" is a registered trademark of 3M Co.

MINNESOTA MINING AND MANUFACTURING COMPANY

3M COMPANY

...WHERE RESEARCH IS THE KEY TO TOMORROW

3M COMPANY, Dept. CBV-80, St. Paul 6, Minn.

I'd like more information about "SCOTCH" BRAND Double-Coated Tape No. 665

☐ Please send descriptive brochure. ☐ Please have salesman call.

NAME.....

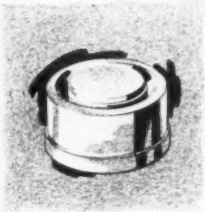
FIRM.....

ADDRESS.....

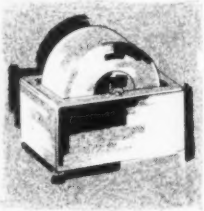
CITY.....ZONE.....STATE.....

LOOK TO Sengbusch OFFICE AIDS for the finest...first!

HANDI-PEN DESK SETS. Sleek, slim, sturdy! Famous "Capillary Action" holds ink at proper level — assures constant supply. Colors available.



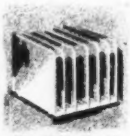
No-Over-Flo Sponge Cup. Has surplus water compartment. Convenient, cleaner.



Ideal Sanitary Moisteners. Designed for convenience, efficiency.

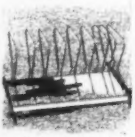
"Build Up" Horizontal Desk Tray.

Flexible Steel Kleradesk — Model D

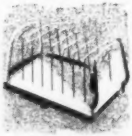


Flexible Steel Kleradesk — Model 6V

File-A-Sist Speeds Filing



Adapto-Rack Sectional Organizer



Cata-Rack for Catalogs and Books

Write today for full information and prices.

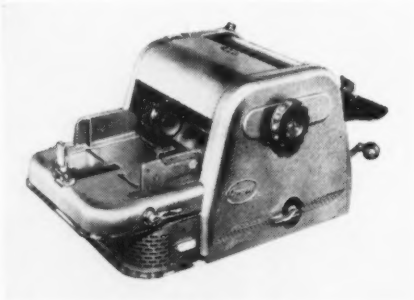
Sengbusch
12-8 Sengbusch Building
Milwaukee, Wisconsin

For More Information Circle No. 339

with less wear and protect against rust, corrosion, varnish and sludges. Vac-Lube's high film strength, low carbon residue, complete uniformity and resistance to thinning out at high temperatures make it ideal for all vacuum pumps. A one-pint can, complete with easy-pour spout is $1. **For More Information Circle No. 111.**

SPIRIT DUPLICATOR

Wolber Duplicator & Supply Co., 1201 Cortland St., Chicago 14, Ill., offers a spirit duplicator with either wick or roller



moistening systems as an optional or convertible feature at no extra cost on Copyrite models, so that the user can have the

NEW OFFICE MACHINE

GATHERS 8 SHEETS PER SECOND!

HALVERSON

high speed/all electric/fully automatic

COLLATOR

Collates 480 Sheets Per Min.

See your duplicating equipment supplier or write today

HALVERSON PRODUCTS COMPANY, INC.
1051 N. Paulina St. • Chicago 22, Ill.

For More Information Circle No. 340

Genuine

STURDEX

...it takes a good business case to complete your sales picture!

Look what a *difference* STURDEX makes! The only business case made with the craftsmanship of finest leather cases . . . but at *half the price*. A sales-making case that's always neat and business-like . . a durable case that *outwears* all others . . . guaranteed for *5 full years!*

CATALOG CASE — Opens Wide and STAYS OPEN!

New flat-top Catalog and Sample Case with new STAY-OPEN feature! Exclusive hinges (patent pending) hold overfolding flaps wide open for easy access and viewing. Tremendous "box-type" capacity, yet weighs less than many smaller cases. Expanding side pockets for "file-cabinet" efficiency plus spacious center compartment for bulky extras. Famous PERMA-EDGES and PERMA-HANDLE will actually outlast the long life of this exclusive STURDEX business case. At stationers, luggage or department stores everywhere!

©1959

5-YEAR UNCONDITIONAL GUARANTEE

STURDEX looks new longer . . . always ready for business. So wearproof, waterproof and weatherproof, we guarantee it for 5 full years!

Leathercraft

World's Largest Manufacturer of Business Cases Exclusively

2320 So. Western Avenue • Chicago 8, Illinois

LEATHERCRAFT, Inc., 2320 So. Western Ave., Dept. A-11, Chicago, Ill.

Please send full details about STURDEX, and the name of my nearest dealer.

Name_____

Address_____

City_____ Zone____ State____

For More Information Circle No. 270

Xerographic copying saves hours of duplicating time for every department

Do away with costly copying of reports, orders, invoices, and drawings. Get out paperwork fast, without loss of quality, and at lowest copying cost with xerographic copying. There is a xerographic copying machine for every department of your business.

For general office copying XeroX® 914 Copier copies anything written, typed, printed, drawn, or stamped—onto ordinary paper, your own letterhead, or card stock. There's no waste and no wet chemicals. It's the easiest of all office copiers to operate. Cost: about 1¢ per copy for supplies.

For high quality duplicating XeroX master-making equipment is clean, dry, fast, and remarkably low in cost. Reproduces from all kinds of originals, retaining all of the original's crispness and impact, whether enlarged, reduced, or copied size to size.

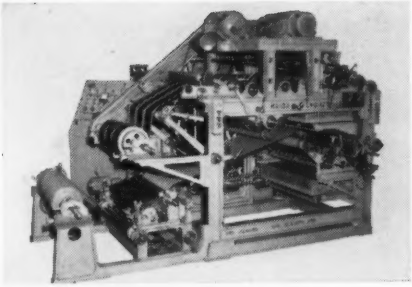
For volume copying from original documents, engineering drawings or microfilm, the XeroX Copyflo® Printers turn out copies up to 24" wide—in *seconds*. It's the fastest known method of direct reproduction; there are no intermediates. Enlarges and reduces . . . prints on ordinary, inexpensive paper, card stock, or offset master material.

Learn how companies in every type of business are putting xerography to work. Write to HALOID XEROX INC., 60-222X Haloid Street, Rochester 3, New York. Branch offices in principal U.S. and Canadian cities. *Overseas:* Rank-Xerox Ltd., London.

HALOID XEROX®

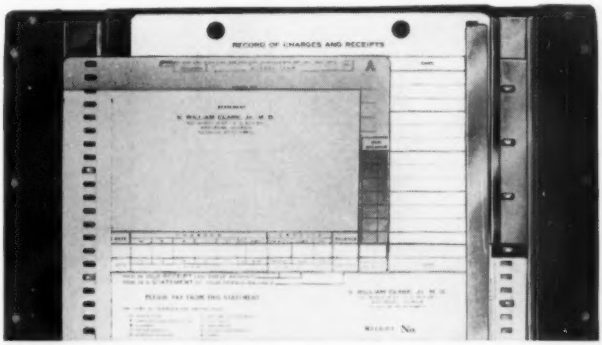
For More Information Circle No. 239

advantages of both roller and wick moistening. Copy-rite prototypes have been tested in extensive field pilot installations and results encouraged full production, the manufacturer reports. **For More Information Circle No. 162.**



CARBON PAPER COATING MACHINE

Haida Engineering Co., 34-11 Vernon Blvd., Long Island City 6, N. Y., makes the Model CC-300 Universal Carbon Paper Coating Machine which is equipped with an electronic variable speed drive providing gradual acceleration, and an automatic brake which stops the machine instantly in case of paper breakage. An electronic constant-tension unwind and rewind is also furnished. The machine comes equipped with a 50-gal. kettle for the carbon coating compound and a 25-gal. kettle for the back coating. The flow from both kettles is automatically regulated. An Anilox rotogravure printing unit, for printing on the back of the carbon paper, is attached directly to the machine. A buffing unit and a slitting unit are also furnished. The machine comes completely piped for steam and cold



1 writing/2-3-4 records!

MULTI-RITE ACCOUNTING SYSTEMS can help you cut posting time up to 75%

With a Multi-Rite System, one writing completes 2, 3, or 4 accounting records! You eliminate mistakes often made in transferring figures, cut out re-checking time.

Many different Multi-Rite pegboard accounting systems have been devised—the fastest, simplest Multiple Posting systems on the market. There's one for every office—doctor's, lawyer's, merchant's. We'll help you select the system best for your client—or develop a special one for specific needs.

- For complete details on the Multi-Rite pegboard accounting system, send us this coupon.

I would like literature on Multi-Rite Systems for

☐ Payroll ☐ Hospitals ☐ Doctors ☐ Insurance Agencies
☐ Accounts Receivable ☐ Accounts Payable (Check Writing)
☐ Time Payment Plans ☐ Other:..... ☐ Accounting Forms

Name ..... Firm .....

Address .....

City ..... Zone ..... State .....

YAWMAN & ERBE MFG. CO., INC., C. E. Sheppard Div.
44-11 Twenty-first Street, Long Island City 1, N. Y.

For More Information Circle No. 337

Speed up work . . .

Save floor damage

Send for new Colson catalog C101 . . . contains over 2000 job rated test proven money saving Casters.

Colson

Contact your local representative or distributor or write to

COLSON'S 75th YEAR OF PROGRESS

THE COLSON CORPORATION

7 S. Dearborn Street CHICAGO, ILLINOIS

For More Information Circle No. 338

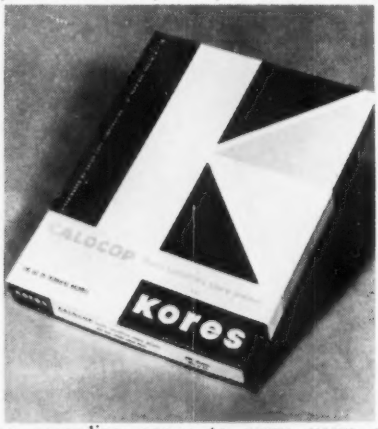
water. All wiring is in conduits and control console is next to machine. **For More Information Circle No. 400.**

FORMS PAPER

Nekoosa-Edwards Paper Co., Port Edwards, Wis., makes Nekoosa Mirra-Form to meet carbonization requirements for multicopy sets. Tests indicate it gives exceptional press performance, minimizing problems of throw, forms handling and deleaving. Made in Sub. 11.5 in white and five colors. **For More Information Circle No. 134.**

RECORDING PAPER

Calor Copy Corp. (affiliated with Rex-Rotary Distributing Corp.), 387 Park Ave. S., New York 16, N.Y., announces Calo-



cop recording paper to serve users of Thermo-Fax equipment. Calocop has an opaque white surface. It does not curl and the image is recorded in dark brown

GREAT QUANTITY OF

TYPEWRITERS

WANTED CONTINUOUSLY

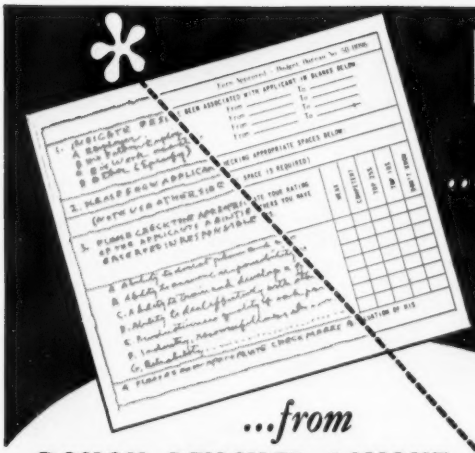
BY IMPORTANT

EUROPEAN BUYER

Box 860, Office Publications, Inc.

232 Madison Ave.

New York 16, N. Y.



VariTyper®

...rules lines and composes type in 1 operation!

...from *to*

ROUGH PENCILED LAYOUT — FINISHED FORM

Lines Ruled Automatically — by Push Button

Your VariTypist can take your rough penciled layout and give you a complete, finished form, including the type matter, directly on a duplicating master or for offset camera. Both the type and ruled lines are true printer's styles and are instantly changeable. VariTyper is recommended by the world's leading forms designers.

THE MACHINE WITH 1,000 FACES

This 'ad' was composed on the *VariTyper*. The Heads were photo-composed by HEADLINER.

VARITYPER CORPORATION
A SUBSIDIARY OF ADDRESSOGRAPH-MULTIGRAPH CORPORATION

VARITYPER CORPORATION Dept. D 83
720 Frelinghuysen Avenue, Newark 12, N.J.
Please send me VARITYPER Booklet D.

NAME.....
COMPANY.....
ADDRESS.....
CITY.....ZONE....STATE.....

For More Information Circle No. 265

color. Since the paper is not translucent, each sheet is readable even when stapled together. The paper is also flexible. Calocop comes in boxes of 500 sheets in white, buff, yellow, green, blue and pink, packed in attractively designed dispenser boxes with flap for easy removal of single sheets. Silk screen and glassine jackets are packed in each box. **For More Information Circle No. 144.**

PENS

Parker Pen Co., Janesville, Wis., announces two cartridge fountain pens and a ballpen. The cartridge fountain pen's ink supply is furnished by an independent plastic container of ink. The user simply takes a tube of ink, inserts it in the pen where the cartridge is pierced, and ink is fed to the point. Parker's 45 cartridge pen retails for $5.

The Eversharp division of Parker will market a separate cartridge pen, the 10,000, for $1.98. Both Parker and Eversharp cartridge pens also feature a separate filling accessory that can be placed inside the pen converting it to a conventional pen. The accessory retails for 95 cents. The 45 is available with six different point choices. Ink cartridges fit both the Parker and Eversharp products.

Diamond dust has been fused into the writing ball of Parker's T-Ball Jotter ballpoint pen to assure the user of long, trouble-free writing. The ball is textured for skip-proof writing and its ultrahard surface makes it capable of withstanding all writing pressures. **For More Information Circle No. 115.**

Precision Inspections Faster With

MICRO-LITE*

NEW HI-EFFICIENCY 7-POWER

Illuminated MAGNIFIER

TRY 10 DAYS FREE!

Inspect Halftones On Press Or Printed!

Side Opening Provided for Corrective Tooling!

NOW make *precision* inspections of halftones or presswork *instantly, anywhere,* with this new self-illuminated 7-power MICRO-LITE Magnifier, especially designed for graphic arts craftsmen! Fine double-lens optical system. Brilliant, shadowless image, needle-sharp definition! Order from your graphic arts dealer, or if not available, sent postpaid on receipt of price, $9.95. Satisfaction guaranteed! *Dealers: Write us!*

LITHO RESEARCH, INC.

14339 36th N.E. Dept. OM Seattle 55, Wash.

For More Information Circle No. 310

POSTING EQUIPMENT

There is a big demand for this fast selling item!

- With rubber feet and snaplock.
- Comes in gray—canyon tan—mist green.
- In a full variety of sizes.

FLASH FILING, INC.

2634 S. Cherry, Fresno, Calif.

For More Information Circle No. 309

ACCO HELPS YOU DO IT FASTER!

***K**eeps papers spillproof, secure, in place. Saves re-filing. Speeds finding. Ends "missing paper" panic. **D**urable, genuine pressboard folders are trim, firm, sag-proof. Save finding time—and drawer space. **F**ast transfers—old file slides out, new fastener slides in!*

ASK FOR ACCO's new booklet "Ideas That Save Time and Space" —available free at office outfitters.

Or write: ACCO PRODUCTS,

ACCOBIND®

GENUINE PRESSBOARD FOLDERS

A Division of Natser Corporation, Ogdensburg, N.Y. - In Canada: Acco Canadian Co., Ltd., Toronto

For More Information Circle No. 237

® REGD. T.M.

YOU GET THESE 5 EXTRA BENEFITS WITH A QUICK SILVER OFFICE COPY MACHINE

This general-purpose office copy machine will handle all your routine copying needs—letters, invoices, news clippings, reports—**anything**—with the greatest of ease. And, Quick Silver will also give you all the **extra benefits** listed below. No other office copy machine is so versatile as Quick Silver, a completely new photocopy process.

1. **UNLIMITED NUMBER OF QUALITY COPIES FROM ONE MASTER.** And every copy of the same high photographic quality. File the master and make additional copies from it whenever you need them.
2. **INEXPENSIVE COPIES.** Quick Silver copies are only 5 cents each! Only a single sheet of paper is used; the throw-away sheet has been eliminated.
3. **FAST COPIES.** Designed for volume, one Quick Silver '300' machine with a single operator will turn out the same number of copies per hour as two transfer machines and two operators! Naturally, that means more production for less money.
4. **PAPER NEGATIVES FOR OFFSET PLATES.** In 25 seconds and for only 5 cents Quick Silver will make a negative in your own office which would cost you $1.50 if you sent it out to be made.
5. **WILL COPY HARD-TO-COPY ORIGINALS.** Not only that, but Quick Silver can make a good copy from a blueprint or a photostat. It will make a copy of a copy . . . even a heat-transfer copy! And it does it in one pass through the machine, with no intermediate step.

MAIL COUPON TODAY

PEERLESS PHOTO PRODUCTS, INC.
SHOREHAM, L. I., NEW YORK

PEERLESS

Gentlemen:

☐ Please arrange for a FREE DEMONSTRATION of Quick Silver in my own office.

☐ I'd like more information about Quick Silver. Please send your FREE folder.

Name _____

Company _____

Address _____

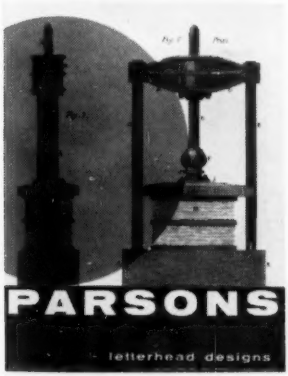
O-8

For More Information Circle No. 287

Literature from the Manufacturers

LETTERHEAD DESIGN

Parsons Paper Div., National Vulcanized Fibre Co., Holyoke, Mass., offers a Letterhead Design Portfolio created by the Pratt Institute School of Advertising Design. Each student selected a different type of business for his design thesis and made intensive research into the business's character and products. The first problem



was the creation of symbolism for the corporate image. Then followed letterhead and envelope, printed literature, packaging, direct mail and other media. The portfolio contains designs selected from 50 created by students. There is also text on the subject and a step-by-step procedure to be followed in creating a letterhead. For the portfolio, **Circle No. 178.**

A MICROFILM DEPARTMENT

Minnesota Mining & Mfg. Co., Dept. SO-262, 900 Bush Ave., St. Paul 6, Minn., offers an illustrated booklet describing on-the-premises microfilming, film processing, filing, retrieval and reproduction of engineering drawings at International Business Machines Corp., Poughkeepsie, N.Y. J. M. Soman, photographic and reproduction services manager of IBM's product development laboratory, details the procedure for producing precision microfilm as a captive shop operation. He discusses IBM's present microfilm techniques and looks toward the future when drawings will be made by computer and converted directly from magnetic tape to microfilm. In this process the full-sized drawing is a product of minification (automation by microfilm). For this booklet, **Circle No. 168.**

COMPUTER DICTIONARY

Minneapolis-Honeywell Regulator Co., Industrial Div., Philadelphia 44, Pa., has published a pocket-size 22-page glossary to make computer language more intelligible to the layman. The booklet, "Do You Talk 'Computerese?' ", was compiled by E. A. Murphy Jr., staff editor of the company's "Instrumentation" magazine, and defines some 82 terms which the instrument producer's engineers helped to create in building computers. For the glossary, **Circle No. 166.**

EDP FILES

Remington Rand, Div. of Sperry Rand Corp., 315 Park Ave. S., New York 10, N.Y., describes how storage for tabulating cards and magnetic tapes is available in a wide variety of sizes and models in a brochure that also illustrates a variety of available tabulating card filing guides. It describes mechanized filing equipment and insulated units which protect cards from fire. Mechanized equipment includes the

4 WORDS

Start a girl up the ladder to a better job with more money.

"Erase Without® a Trace!"
Get famous A.W.Faber

ERASERSTIK®

The original grey eraser point —always best for erasing.

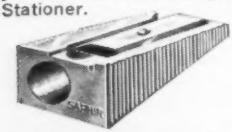
—used by more able secretaries than all other pencil shaped erasers combined.

REG. TM 686,508

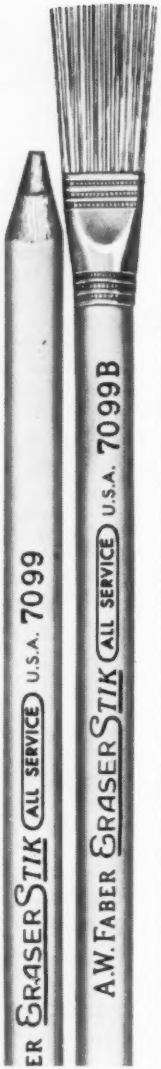
7099B with brush 20c. 7099 without brush 10c. Insist on the original and genuine EraserStik by registered trade mark.

SAPHIR Hand Sharpener

works like magic. Gives you the correct point on your EraserStik—then stops sharpening. If you use one, you need the other. Ask your Stationer.



A.W.Faber-Castell
Pencil Co., Inc., Newark 3, N. J.



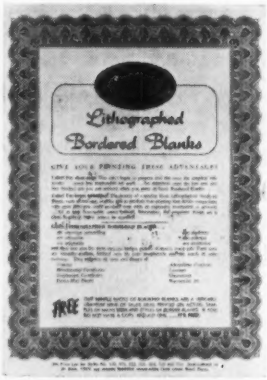
Shaped like a pencil, it sharpens like a pencil to any style point you prefer—blunt, medium or slender.

For More Information Circle No. 307

Kard-Veyer and Conve'-Filer. Several types of magnetic tape storage units are illustrated. These include the horizontal housing with individual bins which swing outward; two types of magnetic tape truck, one of which also provides housing; and divider type shelving. For a copy, **Circle No. 172.**

BORDERED BLANKS

Goes Lithographing Co., 42 West 61st St., Chicago 21, Ill., offers a 16-page condensed catalog illustrating the great variety of bordered blanks developed by the company over the years. These ideas



and suggestions show the many ways that sales promotion and advertising managers can utilize the impact of Goes Bordered Blanks. Colorful, attractive bordered blanks are illustrated, and each carries an idea that can be of value and use. For this free 8½" x 11" Idea Book, **Circle No. 169.**

OFFSET ACCESSORIES

Miller-Trojan Co., Inc., Troy, Ohio, offers its latest 28-page catalog listing descriptions and prices on its complete line of process cameras, vacuum frames, vacuum pumps, vacuum blankets, arc lamps, contact printers, layout tables and darkroom accessories for the graphic arts. Miller-Trojan process cameras can be equipped for Ektalith, Gevacopy or xerography. For the catalog, **Circle No. 187.**

All Comptometer Dictating Machines are now Lower in Price! Desk Models start at $179.50..... Now unquestionably your finest buy.....

For a demonstration see the Yellow Pages of your phone book for your nearest Comptometer sales representative... or write Comptometer, Dept. O8, 5600 Jarvis Avenue, Chicago 48, Ill.

COMPTOMETER
CORPORATION
BUSINESS MACHINES • BUSINESS FORMS
COMMUNICATION EQUIPMENT • ELECTRONIC PRODUCTS

For More Information Circle No. 266

another FIRST with FASTER SERVICE for YOU, the dealer...

ROGERSNAP RUSH-UP 24 HOUR QUOTE SERVICE

...on custom snap forms!

You no longer need be confused by complex ORDER FORMS, PRICE SHEETS and QUOTATION RESPONSIBILITIES—plus the LONG WAIT for confirmation!

ROGERSNAP now services dealers with NEW EXCLUSIVE "RUSH-UP 24-HOUR QUOTE SERVICE" . . . and we pay the AIR POSTAGE both ways! Write NOW for your special RUSH-UP kit and stickers.

If you aren't already a ROGERSNAP representative, ask for our dealer plan on how YOU can make more money easier with FASTER service to your customers.

ROGERSNAP BUSINESS FORMS

P. O. BOX 10425 DALLAS 7, TEXAS

For More Information Circle No. 308

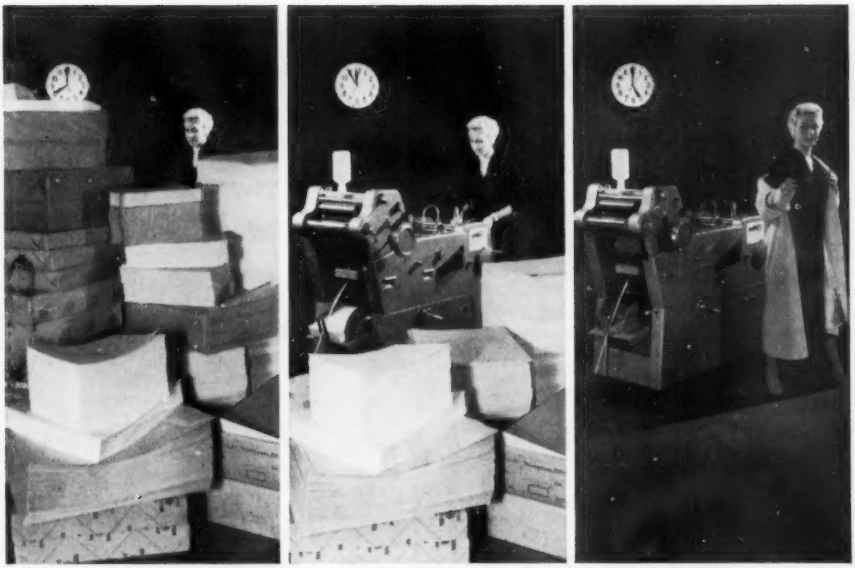
FILING TIPS

Avery Label Co., Div. 178, 1616 S. California Ave., Monrovia, Calif., offers "Bright Ideas to Make Bright Girls Shine at Filing," a 16-page booklet containing many ideas and information to assist in

maintaining files with minimum confusion and maximum order. Illustrated with cartoons, the booklet presents its filing tips under the ABC's of Alphabetizing and Do's and Don'ts. For a copy of this useful booklet and free samples of Avery self-adhesive file folder labels, **Circle No. 186.**

OFFICE MAINTENANCE

S. C. Johnson & Son, Service Products Div., Racine, Wis., suggests office managers may find valuable information on the care of floors and other housekeeping chores in their "Building Maintenance Manual." Because floor care is of particular concern in buildings subject to a lot of foot traffic, the 28-page manual devotes considerable space to this subject. A chart explains characteristics of 12 different floor surfaces: wood, rubber tile, asphalt tile, vinyl, linoleum, cork, terrazzo, clay and ceramic tile, concrete, marble, mastic and magnesite; outlines precautions to be observed with each material and lists types of products recommended for their upkeep. The manual also provides a step-by-step procedure for



17 kinds of jobs FINISHED BY 5:00 ...on the Photostat Offset Duplicator

What's to be duplicated in *your* office today?

Air mail stationery for export—or forms on card stock? *Both* run easily on the Photostat® Offset Duplicator. This versatile machine handles paper in all kinds of weights, sizes and finishes. Your operator makes only a simple change to go from 8½" x 11" (or larger) to postcard size.

Need routine office forms—or high quality circulars? Just feed them into the Photostat Offset Masterlith Duplicator.*

You'll get sharp, clear halftone illustrations in your folders. You'll get fast production on your color work. The exclusive removable inker lets your operator switch colors without wash-up.

You save on any job you run on the Photostat Offset Duplicator—many customers find these savings pay for their equipment.

ANY kind of job reproduces best on the Photostat Offset Duplicator. If you'd like a Proof-Demonstration, write us and we'll send a representative. He can also tell you about Photostat's many convenient purchase plans and help you choose the one that serves you best.

**Manufactured exclusively for Photostat Corp. by Whitin Machine Works, Whitinville, Mass.*

Photostat Corporation means all these . . .
PROJECTION PHOTOCOPYING equipment and supplies
OFFSET DUPLICATING equipment and supplies
PROCEDURAL MICROFILMING equipment and supplies
OFFICE COPYING equipment and supplies

PHOTOSTAT CORPORATION
DEPT. TO21-1 • ROCHESTER 3, NEW YORK
A SUBSIDIARY OF Itek CORPORATION

For More Information Circle No. 267

Scotty BALL POINT PENS

WHOLESALERS & DEALERS

Exclusive Territories Open!

Be the Scotty distributor in your area. Make the extra profit.

The pen color is the ink color!

Medium Point 39c Fine 49c Broad 59c

Eight Brilliant Colors and Repro Inks

Every Pen is guaranteed perfect

Special prices for bids

Double your net profit with SCOTTY Pens and standard refills • Bulk and single pack

Write for catalogue sheets and discount on other styles of pens and desk sets.

SCOTTY ENGINEERING CO.

8 Minna Street • San Francisco 5, Calif.

For More Information Circle No. 279

EVER-SAFE Storage Chest and Posting Trays—One Complete Unit

Certified Fire Protection 1700°F. 1 Hour

1300 Package Consists of:

1 No. 1313 FIREPROOF CHEST with 1⅝" U.L. Approved Insulation.

2 No. 5585 POSTING TRAYS for sheet size 5½" wide x 8½" high. Capacity 2000 Sheets per tray.

2 Sets 25 DIVISION CELLULOID TABBED INDEX

Write for complete information.

EVERSAFE CO., INC.

Division Schwab Safe Co., Inc.

Lafayette, Indiana

For More Information Circle No. 280

STEVENSON & SMITH, INC.

LEADING MANUFACTURERS OF

Intricate, Accurate, Economical SPECIALTY Multi-Part Business Forms

Stevenson & Smith, leading business forms manufacturers and business systems creators, are represented, coast to coast, by outstanding Business Forms dealers and systems analysts.

Write for name of your nearest representative.

STEVENSON & SMITH, INC.

Lackawanna Place

BLOOMFIELD, NEW JERSEY

For More Information Circle No. 278

Kleermat

FOR BEAUTY • FOR WEAR

Standard or Custom Designed

CLEAR FLOOR MATS

a few good territories OPEN

for Distributors and Dealers

write for information:

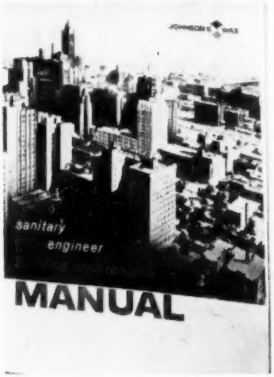
ASSOCIATED PLASTICS CO.

1316 Millmore Street P. O. Box 835

Grand Prairie, Texas

For More Information Circle No. 281

cleaning and finishing floors. It outlines day-to-day maintenance, discusses special finishes and offers safety suggestions.



There are sections dealing with general cleaning: washing walls, ceilings, windows and washrooms, and the care of office furniture. In addition, the manual presents the cause, cure and method of prevention of 16 major maintenance problems. It also provides tips on removing many floor and carpet stains. For a free copy, **Circle No. 174.**

STORAGE SYSTEM

Mobile Storage Div., Dolin Metal Products, Inc., 315 Lexington Ave., Brooklyn 16, N.Y., offers a colorful catalog of ideas and case histories showing how offices and factories can expand their space through use of the Dolin Mobile Storage System which "stretches walls" by eliminating aisle space. The reclaimed area can be used for either added storage or productive purposes. Typical mobile storage installations require only one aisle for 6, 7, 8 or more rows of storage equipment. For the catalog, **Circle No. 180.**

TORPEDO BÜROMASCHINEN WERKE AG • FRANKFURT/M.-ROEDELHEIM
Founded 1896 West Germany

For More Information Circle No. 344

News of the Office

SPA Elects President

Keith DeLashmutt

Keith DeLashmutt was elected president of the International Systems & Procedures Assn. for 1960-61. Mr. DeLashmutt is with the Lakeside Press, R. R. Donnelley & Sons Co., Chicago. He was executive vice president of the association last year and previously served as secretary. Other officers include Edmund G. Benser, C.I.T. Financial Corp., New York, secretary, and George K. MacDonnell, Bank of Nova Scotia, Toronto, treasurer. Organized on an international basis, SPA reaches some 3000 members through 69 local chapters in major cities in the U.S., Canada and several foreign countries.

Montgomery Heads NMAA

L. W. Montgomery

Lyman W. Montgomery, methods and data processing section head, Interstate Oil Pipeline Co., Shreveport, La., was elected president of the National Machine Accountants Assn. at its annual conference in San Francisco, attended by some 4000 persons. Wilfred C. Andrews Jr., Bank of California, San Francisco, is executive vice president. Next year's NMAA conference will be held in Toronto, Canada, June 28-30.

NABAC Elects President

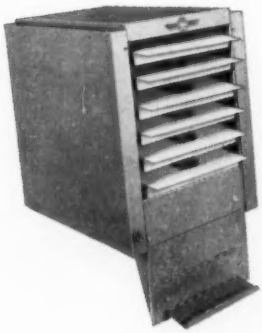
A. C. Suhrbier

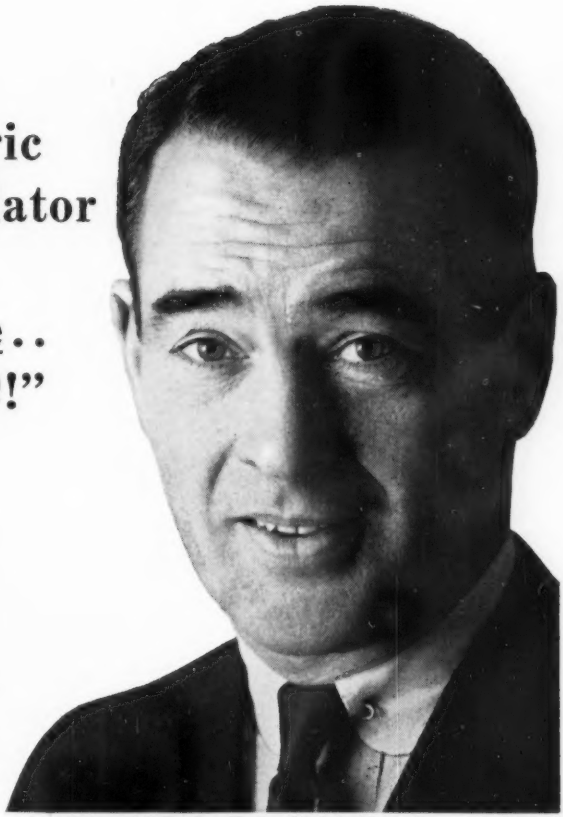
The Assn. for Bank Audit, Control & Operation, begins its 36th year with Arthur C. Suhrbier, auditor, Continental Illinois National Bank & Trust Co., Chicago, as president. Mr. Suhrbier succeeds Malcolm H. Gibson, vice president and cashier, Citizens Bank of Sheboygan, Wis. Other officers elected include Winslow E. Pike, vice president and controller, First National Bank of Atlanta, as 1st vice president; David Cooke, vice president and controller, Zions First National Bank, Salt Lake City, as 2nd vice president; and John Kimmel, vice president and controller, Mercantile National Bank of Chicago, as treasurer.

ADP Systems Institute

Current Developments in Automatic Data Processing Systems will be the theme of the 7th Institute on Electronics in Management at American University, Washington, D. C., Oct. 31-Nov. 4. Sponsored by the School of Government and Public Administration of the university, the institute is designed for management, both line and staff, from government, business and industry. For details write Dr. Lowell H. Hattery, American University, 1901 F St., N. W., Washington 6, D. C.

"new electric Thomas Collator saves office time.. Cost? $149.50!"





Prices F.O.B. New York—Slightly higher Denver and West

At last! An efficient electric collator with desk-top convenience and portability . . . at a price every office can afford!

With the new Thomas *Gatherette* Collator, assembling of duplicated sheets into sets becomes a cost-cutting, one-person assignment. No more hand-gathering teams, no more time waste, no more drudge!

Effortlessly, the *Gatherette* handles standard 8½" x 11" sheets in a wide range of paper. Its simple operation means efficient use by any secretary or clerk.

Ask yourself one question. Does *your* office put together duplicated sheets into reports, catalogs or multi-page literature? Yes? Then find out why the money invested in a *Gatherette* is the smartest $149.50 ever spent! Have the Thomas people set up a demonstration at your convenience without obligation.

Thomas Collators Inc.

100 Church Street, Dept. B1, New York 7, N.Y.

For More Information Circle No. 271

GRAND TOTAL

Mod. 8561

Printing Calculator

EXCEPTIONAL!

NEW!

TOTALIA

GRAND TOTAL

Transforms complex calculations into a simple and logical succession of automatic operations

LAGOMARSINO-FAI

Viale Umbria 36 - Milano (Italy)

Distributing Centers in U.S.A.

NEW YORK, Check Writer Co., 565 Broadway
CHICAGO, Import Office Machine Co., 159 N. Dearborn St.
SAN FRANCISCO, Northwest Lagomarsino, 639 Howard St.
LOS ANGELES, Wholesale Business Machines, 7525 Beverly Blvd.
HOUSTON, Adding Machines Distributing Co., 2223 Caroline St.
DALLAS, Wholesale Office Machines Co., 2000 North Lamar St.
LOUISVILLE, KY., Import Business Machines Co, 1503 Bardstown Road.
PUERTO RICO distributor: SAN JUAN, Real Hermanos Inc., Calle Tanca 250
CANADA distributor: TORONTO, Nauta Bros., 3615 Danforth Ave.

For More Information Circle No. 272

IASA Names Rinehart

L. S. Rinehart

Lowell S. Rinehart, Nationwide Mutual Insurance Co., was named president of the Insurance Accounting & Statistical Assn. at the annual meeting in Chicago. Also elected were: W. R. Morgan, Equitable Life Assurance Society of the U. S., vice president—program; Jack N. Schreihofer, Transport Indemnity Co., vice president—conference; Thomas M. Mott, Republic National Life Insurance Co., vice president—finance.

Records Preservation Plan

A plan to help towns, cities and counties preserve vital public records under nuclear attack is being prepared by the Office of Civil & Defense Mobilization, based on recommendations made to OCDM by a cross-section of experts in business and government. OCDM director Leo A. Hoegh said that it is to protect the individual's vital interests as well as the community's: corporate papers, property deeds, vital statistics, voting and citizenship records, etc. Groups cooperating include the Assn. of Records Executives & Administrators; American Municipal Assn.; American Records Management Assn.; Council of State Governments; International City Managers Assn.; Municipal Finance Officers Assn.; National Assn. of County Officials; National Assn. of County Recorders and Clerks; National Institute of Municipal Clerks; Society of American Archivists; and others. For details write to Continuity of Government, Office of Civil & Defense Mobilization, Battle Creek, Mich.

Rapid Photo-Processing

Rapid photo-processing equipment will be the subject of a symposium of the Society of Photographic Scientists & Engineers in Washington, D. C., Oct. 14-15, reports Dwin R. Craig, chairman. Fordyce M. Brown, SPSE papers chairman, Photomechanisms, Inc., Box 67, Huntington Station, N. Y., said primary interest will be in special techniques to do with development and design, specialized photographic chemistry, and specific uses of processing in industrial and military fields. The meeting is being held in cooperation with the International Congress on High Speed Photography at the Shoreham Hotel.

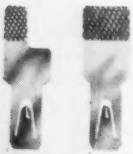
Dishonest Employees

By 1961 over 50,000 businesses throughout the U. S. will be using lie detectors to combat dishonest employees. So predicts Lincoln M. Zonn, business consultant. Speaking before the Greater Miami Credit Assn., Mr. Zonn singled out last year's 37.5% rise in employee pilferage to support his thesis of the truth machine's growing usefulness to business. He also pointed to the dishonesty-induced profit loss of $4 million a day last year as an indication of the need for company lie detectors.

Moor Is NSBB President

A. D. Moor

Arthur D. Moor, United Airlines, was elected president of the National Society for Business Budgeting at the society's 10th annual conference in Cincinnati. Donald E. Bacon, Reuben Donnelly & Sons, Chicago, was named vice president, and Bernard W. Schaller, Theo. Hamm Brewing Co., secretary-treasurer. Melvin C. Aichholz was retained as administrative secretary and empowered to open a national headquarters office in downtown Cincinnati. It was decided to hold the 1961 conference in Dallas, the 1962 in St. Louis and the 1963 in San Francisco.



NEW
LOK-TABS
FOR
ADDRESSOGRAPH
PLAIN AND COLORED, NOTCHED OR FULL.
Perforated Tabs, Alpha-Tabs, Label Lok-Tabs, etc.

PRICES FROM $3.75/M — POSTAGE PREPAID ANYWHERE IN U. S. A.
Write for price list and samples
ABBOTT & LIND
1020 SW First Ave., Portland 4, Oregon

For More Information Circle No. 348

NIPPO
CHECK WRITER

Indelibly prints
Just the same as a big machine costing up to $500.—
F Type

NIPPO MACHINE INDUSTRY CO., LTD.
Tenjin-cho-Nishi-ku, Yokohama, Japan

For More Information Circle No. 349

The world's smallest and most economical adding machine... **SWIFT**
Only $99.50 plus tax
SWIFT BUSINESS MACHINES CORP.
GREAT BARRINGTON, MASSACHUSETTS

For More Information Circle No. 350

FREE DIES AND PROOFS
GENUINE ENGRAVED LETTERHEADS $15.00 FOR 1000
Genuine ENGRAVED BUSINESS CARDS
500 $11 • 1000 $15
MANUSCRIPT COVERS 100 FOR $3.00
CLIP YOUR LETTERHEAD TO THIS AD... MAIL FOR FREE PROOF
DEALERS WANTED
DEWBERRY ENGRAVING CO.
807 SO. 20th ST., BIRMINGHAM 5, ALABAMA

For More Information Circle No. 351

Materiel Data

(Continued from page 102)

To use punched card equipment for pre-writing materiel transaction documents, a company generally must have progressed from a small to a medium sized organization and have its basic data in good order. It should know, in detail, what and how much is used in everything it produces and have this data reduced to numeric symbols and codes which are easily handled on punched card equipment.

If your organization's basic materiel data is in good order and you are assured of speedy (preferably overnight) punched card processing services, do not hesitate to take the direct approach to punched card mechanization. This will give you maximum value from your punched card mechanization program and result in unthought of savings.

The direct approach will usually entail the use of a pre-punched, extended and interpreted, issue document (card), duplicated from data maintained in master materiel data files which are usually located in the punched card service activity and maintained in an accurate state at all times. This method may also entail the use of preprinted requisition, backorder, purchase and receipt data; but more likely these materiel transactions will be individually punched from the related source documents after they have been processed.

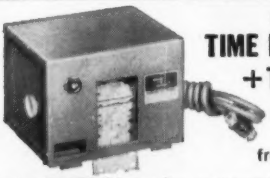
The use of pre-punched extended and interpreted materiel transaction cards will reduce the time required to produce these documents, result in fewer errors, and reduce the number

of employees needed to write these documents. Of course, someone will still be needed to keep the master materiel data files up to date, make a record of miscellaneous materiel transactions and give instructions to the punched card service activity.

The other major difference in the direct approach vs. the indirect or intermediate, is the complete obsolescence of the ledger cards and bookkeeping machines commonly used for this purpose, together with most of the employees needed to operate such systems. This is accomplished by having the punched card servicing activity produce a new balance card on each inventory item affected by previous inventory transactions, returning same for filing in a master inventory balance-forward deck. The service center can also give you a card listing all the details which brought about the new balance, if such data is necessary. If the quantity of transaction cards is large, the service center can even file this new data, thus obsoleting the file clerk.

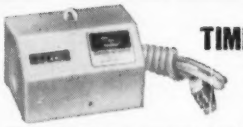
The direct approach makes it possible to mechanically compare materiel requirements against existing inventories and determine the amount to order, or the amount which would be backordered when the issue is to be made immediately. If you should want to go all the way, you can have the punched card equipment write the purchase requisition at the same time the quantity needed to fill the anticipated requirement is determined. Either way, you save valuable time and manhours when you have any sizeable number of materiel transactions to process.

now | **increase office efficiency** by measuring productive use of business machines—**automatically**



SERIES TRTJ
TIME RECORDER + TOTALIZER
from **$74.50**

The TRTJ Recorder automatically charts on tape the on-off time of any business machine to which it is connected. Distinguishes between **productive** and **idling** time. Access window permits notation of project number directly on tape. Visual meter shows total productive time. Easily installed from our complete instructions.



SERIES TTJ
TIME TOTALIZER
from **$26.00**

TTJ Totalizer automatically **adds** productive time of any business machine to which it is connected. Visual meter shows total **productive** time in any period. Pilot light indicates when business machine is being used. Easily installed from our diagrams.

FREE
Catalog TJ—how to monitor all types of business machines.

standard INSTRUMENT CORP. • 657 BROADWAY, NEW YORK 12, N. Y.

For More Information Circle No. 364

News of the Industry

Royal McBee Names President

F. P. Ryan

Fortune Peter Ryan was elected president of Royal McBee Corp. to succeed the late Philip M. Zenner. Mr. Ryan was formerly executive vice president and vice chairman. He is the grandson of the founder of Royal Typewriter Co., Thomas Fortune Ryan, and joined that company in 1934. After serving in various sales capacities, he became assistant to the president and in 1948 was named vice president in charge of advertising and Roytype operations. He became president of Royal Typewriter in 1951 and was appointed executive vice president of Royal McBee in 1954, after the merger of Royal and McBee. Mr. Ryan is president and director of Royal Typewriter Co., Ltd., and a director of Royal Precision Corp. and RMB Corp., Royal McBee subsidiaries. He is on the board of Kaysam Corp. of America and served as president of the Office Equipment Manufacturers Institute.

SCM Distribution Agreement

Smith-Corona Marchant Inc. has acquired exclusive worldwide distribution rights to the adding machine products of General-Gilbert Corp. Announcement was made by executive vice president Emerson E. Mead and president Robert S. Wallach for the two firms respectively. Smith-Corona will handle all marketing to enable General-Gilbert to concentrate on manufacturing. Present plans provide for marketing the line under both firm names. G-G makes four ten-key, all electric models ranging from popular priced units to full-featured machines. The agreement gives SCM a full adding machine line, electric and manual. Machines will be sold through SCM branches and selected dealers and serviced through its national servicing organization. G-G's plant is at Winsted, Conn.

ATF's New Division

E. G. Kost

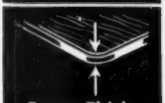
Edward G. Kost was appointed general sales supervisor of a new Business Equipment Div. established by American Type Founders Co., Elizabeth, N. J. Mr. Kost will operate under direction of DeWitt G. Manley, vice president-sales. Among equipment to be distributed by the division are the ATF Chief 15 10″ x 15″ offset duplicator; the Program-Matic Systems Control device for office duplicators; the ATF Chief 20 14″ x 20″ offset duplicator; and various lines of cameras, platemakers, paper cutters and allied equipment.

Underwood-Olivetti Purchase

Purchase of Olivetti Corp. of America for 1,200,000 shares of Underwood common stock was approved at a meeting of Underwood Corp. stockholders. The stock

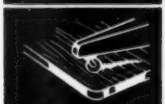
Easy to Clean

Gleams when cleaned with damp cloth. Resists alcohol, cigarette burns, etc.



Extra Thick

Heavy lamination of wood-grain plastic over 5/16" Presdwood. Won't slip, won't creep.



Tough

Chairs glide smoothly over the mar resistant surface. Not slippery. Chip resistant.

MASO
Established 1933

MASO CHAIR MAT

The only mat that looks as beautiful as a desk top!

And stays that way! Made of lustrous wood-grain plastic, this amazing mat is stain, burn and chip resistant. Extra heavy; easy to clean. Blends with modern and traditional interiors. Four authentic wood-grains in newest decorator colors: Walnut, Desert Tan, Mist Green, Driftwood Gray. Choice of sizes. NEW EXTRA LARGE executive and executive secretary models, 48" x 54". Reversible; wood grained plastic finish both sides; Walnut only. Extremely long wearing; low cost. Send for literature TODAY.

SEND COUPON TODAY

MASO

Interstate Metal Products Co., Inc.
(Office Equipment Division)
666 Lake Shore Drive, Chicago 11, Ill.

Please send me FREE literature and more information about Executive plastic chair mats.

NAME .....

TITLE .....

COMPANY .....

ADDRESS .....
(city) (zone) (state)

For More Information Circle No. 273

it's **NEW**
—and outstanding

it's **NEW**
—and fast

it's **NEW**
—and dual purpose

it's **NEW**

—and it is available
NOW!

Order it today
from your local
Old Town
Dealer or write

IN THE HEAT PROCESS COPYING METHOD

COPY **COSTS** CAN BE **LOWERED**

BY AS MUCH AS **50%** WITH

TOWN-FAC

THE TWO WAY PAPER

OLD TOWN'S **NEW** DUAL PURPOSE COPYING PAPER

Yes it's true . . . you now can lower your per copy costs by almost 50% with TOWN-FAC. . . . Its dual purpose usage: as a carbonless copy paper or as copying paper — will lower costs even more — ask for a demonstration and prove to yourself that high copy costs are a thing of the past.

Old Town

OLD TOWN CORPORATION
Established 1917
750 Pacific Street, Brooklyn 38, N. Y.

For More Information Circle No. 244

was given to Olivetti America in exchange for substantially all its assets including long-term exclusive sales franchise for Olivetti office machines in the U. S. and Canada. The shares were then transferred to Olivetti Italy which now owns 69% of outstanding Underwood shares. Ugo Galassi, Underwood president, said that in terms of units equivalent to standard typewriters, Underwood's typewriter and adding machine production at Hartford has nearly tripled since last Sept. "We have stepped up our sales activities not only here in America but also in foreign fields. Our exports from the U. S. were greater during the first six months of this year than during the entire year of 1959," he added.

GF's Ad Director

C. J. Hunt

Chester J. Hunt was named director of advertising of General Fireproofing Co., reports D. W. McClure, vice president-sales. Mr. Hunt, who succeeds Joseph L. Morgan in the post, was formerly sales promotion manager of Youngstown Kitchens, Div. of American Standard Corp. Prior to this he was ad and marketing manager of Shenago China, Inc., and an account executive at Meldum & Fewsmith Agency.

Comptometer Vice President

L. T. Carr

Leslie T. Carr was appointed vice president in charge of sales, Business Machines Div., Comptometer Corp. The announcement was made by J. A. Schram, Comptometer president and became effective July 1. Mr. Carr has been associated with Comptometer since 1956 as general sales manager of the Business Machines Div.

Burroughs Names Six

Six Burroughs Corp. executives were appointed to key posts in the company's newly formed Equipment & Systems Marketing Div. Named were L. O. Browne, director of personnel and administration; V. James Ford, director of marketing

L. O. Browne

V. J. Ford

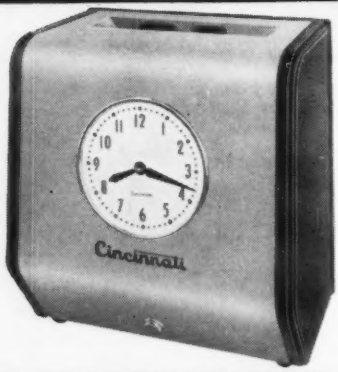
planning; Donald M. Smith, director of advitising; Burl F. Poe, director of equipment services; Frederick M. Hoar, director of publicity and promotion, and Richard S. McNeal, marketing controller. The division will direct U. S. and Canad-

D. M. Smith

B. F. Poe

ian marketing operations of the former Burroughs and ElectroData Divs. Employing nearly 8000, it includes some 150 regional, district and branch offices throughout North America. Mr. Browne was formerly assistant general sales man-

Cincinnati PAYMASTER



Gives Fully Automatic Payroll Recording!

- For use with tabulating cards
- Integrates with any time equipment
- Automatic time signal control
- Full year warranty

Plus Exclusive Quick-Audit Card For Simplified Payroll Procedure

"If it's about time... call for...

THE Cincinnati TIME RECORDER CO.
1733 CENTRAL AVE.
CINCINNATI 14, OHIO

For More Information Circle No. 329

F. M. Hoar

R. S. McNeal

ager of Burroughs Div. He joined the firm in 1940. Mr. Ford, who joined in 1946, was manager of the new marketing division's Detroit district. Mr. Smith was formerly Burroughs Division's advertising manager and has been with the company 24 years. Mr. Poe was general service manager of Burroughs Div. Mr. Hoar was manager of editorial services, corporate public relation staff. Mr. McNeal, previously controller, Burroughs Div., has been with the organization since 1935.

Margach is a Director

Clarence S. Margach, Addressograph-Multigraph Corp. vice president-research and engineering, was elected a director of VariTyper Corp. and Buckeye Ribbon & Carbon Co. Announcement was made by J. B. Ward, president.

BEVCO Coat & Hat Racks
Mirror-like Chrome 1" tubular steel.
Row of Hooks 2-6' lengths.

$10.95
36" Single Shelf

Attach on standard 16" stud centers. Single, Double, Triple shelves. 2—6' lengths. Hangers. Sturdy Chrome Stand for Floor Models

BEVCO— Precision Mfg. Co. 831 Chicago Ave., Evanston, Ill.

For More Information Circle No. 330

NOMDA Elects McWilliams

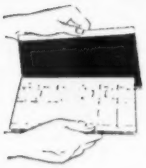
Paul McWilliams

A well attended and successful 35th annual convention of the National Office Machine Dealers Assn. was held in Coronado, Calif., last month. Almost 1000 members and guests were registered and booths of 50 exhibitors displayed many new products and were always busy. Paul McWilliams, Little Rock, Ark., was elected president for 1960-61. The 1961 NOMDA convention is scheduled for Grossingers, N. Y.

Moore to Build New Plant

A plant for the manufacture of business forms is to be built in Charleston, Ill., reports W. L. Eggert, vice president and general manager of Moore Business Forms, Inc., Niagara Falls, N. Y. This

DEALERS HERE'S A PROFIT OPPORTUNITY



Our Snap-Apart Forms have been a standard of quality for years. For fine printing; just right "snap - apart" action, they are unexcelled. INTERNATIONAL BUSINESS FORMS snap-aparts assure customer satisfaction.

Continuous Forms, TOO! Now — offer your customers Continuous carbon-interleaved forms — Line Hole Punched Tabulating; pasted; or stapled—up to 10 parts. In Continuous as in Snap-aparts, International means quality — at the right price.

INTERNATIONAL BUSINESS FORMS offers:
QUALITY Forms, produced on modern rotary equipment—sold only through our dealers.
COMPETITIVE Prices—liberal dealer discounts—You're "in the running" with an IBF Quote. Quantity advantage, too! Orders accepted for only 2500 sets of Snap-Aparts —NEW POLICY!
DELIVERY PROMISES you can count on. Try us on one job and see!
EASY-TO-USE PRICE LIST—Anyone can make estimates with a little practice.
RAPID QUOTATION SERVICE—Your quotation requests handled AT ONCE. Same day if specified.

Write today for complete information on this profitable line. Try International. We are confident of our ability to satisfy the Dealer and his customer!

WRITE NEW DEALER DEPT. 1

INTERNATIONAL BUSINESS FORMS
INCORPORATED

1600 E. 26th ST. • LITTLE ROCK, ARK.

SAUNDERS MFG. CO., INC.

MANUFACTURERS OF DURALUMINUM
HOLDERS
FOR HANDWRITTEN
BUSINESS FORMS

P. O. Box 243, Winthrop, Maine

LIGHTWEIGHT *WEATHERPROOF*

SEND FOR NEW CATALOG NOW

For More Information Circle No. 354

Newest, Handiest
HELPER for EVERY OFFICE!

New, Versatile
kleen-stik®
Pressure-Sensitive
2-SIDED ADHESIVE IN TAPE FORM

STICKS ANYTHING . . . TO ANYTHING!

IT'S HERE—the modern "miracle" adhesive that takes the place of paste, glue, liquid cement, and "overlay" tape! The new KLEEN-STIK 2-SIDED ADHESIVE saves time and work in 1001 everyday jobs . . . forms a permanent, water-resistant bond between any combination of materials.

Giant 108-ft. Roll in Handy Dispenser Pack $1.79

For Every Fastening Job:
• Attaching • Holding • Sealing • Hanging • Mounting • Splicing

√ Adheres Instantly . . . no drying time
√ Neat and Clean . . . no ooze . . . no mess . . . no brushing
√ Applies Quickly and Easily . . . like a tape

TRY KLEEN-STIK 2-SIDED ADHESIVE YOURSELF—Prove that it will do everything we claim . . . and more!

"PROVE-IT-YOURSELF"
TRIAL OFFER! *only* $1.00 REGULAR $1.79 DISPENSER PACK WITH THIS COUPON

KLEEN-STIK Products, Inc. DEPT. O
7300 W. Wilson Ave. • Chicago 31, Illinois

ENCLOSED IS $1.00 -- *RUSH* DISPENSER PACK

Name _____
Address _____
City _____ State _____
Your Dealer _____

For More Information Circle No. 333

will be the first Moore plant in Illinois and the 21st in the U. S. Scheduled for the first part of 1961, it will have 75,000 sq. ft. and cost in excess of $1 million.

Ozalid's Semidry Papers

J. A. Travis

Expansion into the semidry diazo field by Ozalid Div., General Aniline & Film Corp., is reported by James A. Travis, manager - marketing, who said a full line of semidry sensitized papers are now available. Marketed under the trade name Ozafax, the line is standard, lightweight white opaque and available in four speeds. Excellent retention of white background both in package storage and after processing is claimed, as well as high uniformity under unusual variations of processing. A Super Rapid-X speed has been developed for use where maximum printing speed is required.

DeJur-Amsco Sales Manager

Ellis Forrestal Peattie was named general sales manager, Business Equipment Div., DeJur-Amsco Corp., succeeding Wil-

Milo Harding Company's eastern division headquarters has been moved into this larger building in Pittsburgh to keep pace with increased sales and shipments of Tempo stencil duplicating products and Tempo Geha duplicators.

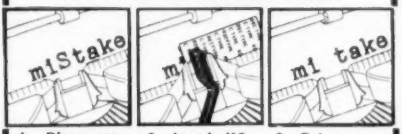
Sensational New Discovery!

NO MORE MESSY ERASING OF TYPING ERRORS!

New KO-REC-TYPE

Corrects errors in a second. No smeared erasures.

Here's How KO-REC-TYPE Works!



1. Place carriage on exact position of mistake.
2. Insert KO-REC-TYPE and retype the same key.
3. Retype correct letter in vacant space.

40 Strips to a Package — Usable a thousand times. Postage Paid.

INTRODUCTORY TRIAL OFFER

1 PKG. **$1.19** 6 PKGS. **$6.75** 12 PKGS. **$12.85**

DEALER INQUIRIES INVITED.

Mail Check and Return Address to:

HARVEY WILLIAMS CO.

15 FREEMAN ST., WEST ORANGE, N. J.

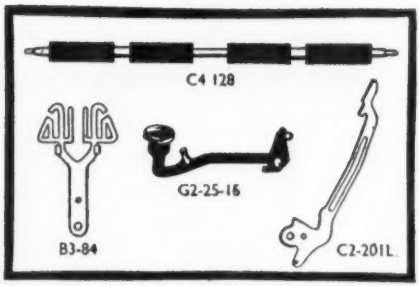
(ADD 3% SALES TAX IN N.Y.C.)

For More Information Circle No. 297

To let you know

TYPEWRITER-SUNDRIES CO. LTD.

supply precision BRITISH made Parts and Tools direct to you at LOWEST PRICES



● PROMPT AND EFFICIENT SERVICE GUARANTEED

● Send for our Illustrated Catalogue POST FREE

TYPEWRITER SUNDRIES CO., LTD.

140-148 BOROUGH HIGH ST., LONDON S.E. 1

For More Information Circle No. 298

EXLCO CARBON COPY SETS

TWO WAY SALES PLAN THAT MEANS GREATER PROFIT!

Attractively packaged, top quality carbon second sheets, prompt delivery to your customers under your label.

DEMONSTRATOR kit assures first sale and automatic repeat sales.

Write for Samples and Dealer Plan

THE EXLINE-LOWDON COMPANY

1818 S. ERVAY • DALLAS, TEXAS • HA 1-2177

For More Information Circle No. 299

Save Those Beautiful Eyes

RITE-LINE COPYHOLDER

- SAVES EYESTRAIN
- PROMOTES ACCURACY
- INCREASES PRODUCTION
- TAKES COPY UP TO 20"
- HOLDS NOTEBOOK
- FITS IN DESK DRAWER
- LINE MAGNIFIER EXTRA

Send for FREE Booklet describing RITE-LINE COPYHOLDER

RITE-LINE CORPORATION

4209 39th St., N. W., Washington 16, D. C

For More Information Circle No. 300

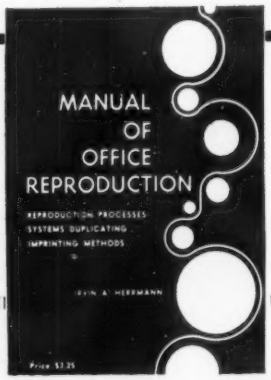
THE ONLY BOOK OF ITS KIND!

Includes:

- CARBON PAPER,
- SUBSTITUTES FOR CARBON PAPER,
- GELATIN HECTOGRAPH DUPLICATING,
- FLUID DUPLICATING,
- STENCIL DUPLICATING,
- RELIEF DUPLICATING AND PRINTING,
- OFFSET DUPLICATING,
- PHOTOGRAPHY (CAMERA),
- CONTACT PHOTOCOPY,
- CONTACT PRINTING (TRANSLUCENT MASTER),
- FACSIMILE MASTER PREPARATION,
- AUTOMATIC TYPEWRITERS,
- AUTOMATIC DATA PROCESSING,
- COMMUNICATION TRANSMISSION,
- IMPRESSION STAMPS,
- ADDRESSING METHODS,
- TABULATING MACHINES,
- SIGNATURE MACHINES,
- OTHER IMPRINTING MACHINES,
- BINDING AND FINISHING EQUIPMENT.

Over 200 pages of helpful information, and illustrations (including 100 pages of advertising by duplicator manufacturers, with Buyer's Guide index).

Describes all office reproduction and duplicating processes. Time-saving charts show at a glance which process to use for best results in any situation. Tells how to make the most economical use of whatever duplicating machines an office may now have — how to combine the advantages of one process with those of another to save time and money. Also tells when not to use certain methods.



OFFICE PUBLICATIONS, INC.
232 Madison Ave., New York 16, N. Y.

Please send me ..... copies of the MANUAL OF OFFICE REPRODUCTION at $3.25 a copy, postpaid. ☐ *I enclose remittance.* ☐ *Send invoice.*

Name .....

Company .....

Street .....

City ..... *Zone* .... *State* .....

liam E. Griffin Jr. Mr. Peattie was formerly with Dictaphone Corp. and Underwood Corp.

Heads Bendix Computer Sales

The Computer Div. of Bendix Corp. announced that Robert A. Sweet, former eastern regional manager, has been appointed to the new position of sales manager. Mr. Sweet, headquartered in Washington, D. C. since 1956, will move to the division's home office in Los Angeles. The eastern regional office will be moved to New York under supervision of Robert Fopeano, former New York district manager. The appointments, said O. P. Staderman, director of marketing, were made "to strengthen the operation and effectiveness of Bendix's expanding marketing efforts in the computer field."

British Business Show

Britain's 1960 National Business Efficiency Exhibition at Olympia, London, Oct. 3-12, is expected to be the largest display of its kind ever held in the U. K. Some 153 manufacturers have already booked space and the exhibition will cover about 200,000 sq. ft. Overseas interest is expected to be greater than ever since Britain's office equipment industry volume last year reached a record $311,000,000 ($87,000,000 exports). For information write to Office Appliance & Business Equipment Trades Assn., Panton House, 25 Haymarket, London S.W.1, England.

Heller Roberts Buys Firms

Purchase of American Machine Works, Inc. and S. J. Stapling Co., both of Racine, Wis., is reported by A. J. Rinehardt, president, Heller Roberts Mfg. Co., Cleveland. The former makes wire carton stitchers in electric and foot-operated models; the latter, pre-formed staples for fastening devices. Both firms are about 15 years old and both acquisitions cover all machinery, equipment, inventory and other assets, including trade names.

VISI RITER

One girl addresses more than 2,000 media daily with this uniquely effective hand size machine.
Put addresses or short messages on envelopes, labels, statements, postal cards, literature, etc.

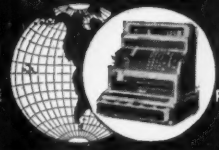
Price $22.50

Thousands in use coast to coast by stores, restaurants, independent businessmen, salesmen and others with addressing jobs to do.

Send for literature to
VISIrecord Inc.
375 Park Ave., New York 22, N.Y.
For More Information Circle No. 325

CASH REGISTER PARTS

WORLD WIDE SERVICE



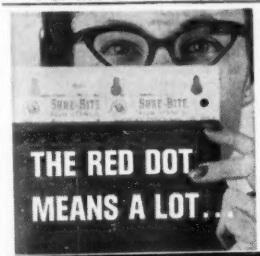
HIGHEST QUALITY PRODUCTS

CASHERE CORPORATION
Successor to International Cash Register & Parts Co.
207 E. Evergreen Ave., Mt. Prospect, Ill.
For More Information Circle No. 326

An Annual Roller Change—The Best
TYPEWRITER LIFE INSURANCE

Insist On A
FUTURISTIC GALAXIE
Platen

Manufactured and Distributed to Office Machine Dealers by
AMES SUPPLY COMPANY
Contact your Local Typewriter Dealer
For More Information Circle No. 327



and only Sure-Rite has it!

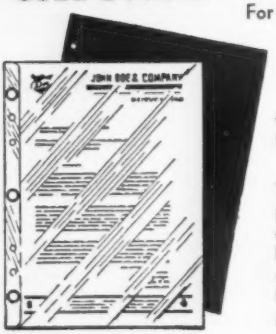
Look for the stencil with the patented Red Dot Seal Tab!

Write for full information and free sample.

American Stencil Manufacturing Co.
2714 WALNUT STREET • DENVER 5, COLORADO
For More Information Circle No. 328

Amfile SHEET PROTECTORS

For 2- and 3-Ring Binders



***METAL EYELETS**

— an exclusive Amfile feature

They glamorize proposals, presentations, price lists, photographs — any letter-size papers.

A one-inch ring binder holds up to 25 protectors. Made of heavy gauge, non-inflammable acetate. Size 11 x 8½". Packed 25 to a box.

If your dealer doesn't have them in stock, send us his name and we'll see that you are supplied promptly. Write for circular.

AMBERG FILE & INDEX CO.

Filing Specialties since 1868

1637 DUANE BLVD., KANKAKEE, ILL.

For More Information Circle No. 274

Engler HOUR METER

. . . For Business Machine Economy

- **Increase Efficiency**
- **Improve Scheduling**
- **Eliminate Machine Inactivity**

Engler Hour Meters reduce total operating or rental cost of tabulating equipment and business machines by registering hours of actual machine usage. Effectively put records on an accurate basis and substantially reduce second shift payments. Many users have already realized large savings. Engler Hour Meters are easily installed and have been precision engineered and ruggedly built for years of dependable service. Reasonably priced. Write for detailed bulletin OF-8.

Engler Instrument Co.

250 Culver Avenue, Jersey City, N. J. Phone HEnderson 4-6500

For More Information Circle No. 276

®

LETTEREX

. . . FOR MAXIMUM TYPING EFFICIENCY

THE LETTEREX CORPORATION

Washington 24, D. C.

For More Information Circle No. 275

Substantially Reduces

NOISE

of Keyboard Graphotypes

SOUNDTROL Noise Reducing Hoods, the result of many years' research by acoustic engineers, protect workers from tiring noise—increase production and work accuracy. Your Graphotypes can be relocated for better work flow when noise is eliminated and machine's appearance is improved. SOUNDTROL Noise Reducing Hoods do not increase floorspace, retard ventilation nor interfere with machine servicing. Write for full information today!

JARDIN ASSOCIATES, INC.

155 John St., New York 38, N. Y.

For More Information Circle No. 277

Hermes Sales Manager

A. H. Foxcroft

Alfred H. Foxcroft, immediate past president of National Office Machine Dealers Assn. and prominent Los Angeles typewriter and office machine retailer, was named national sales manager of the Hermes Div., Paillard Inc., New York. The announcement was made by Hans Stauder, Paillard executive vice president, who pointed out that the addition of the Precisa line of adding and calculating machines to Hermes typewriters expands Mr. Foxcroft's scope of activity.

Dico Expands

Due to an ever expanding volume of business, plus increasing new product production, Direct Image Corp. has moved to new and larger quarters at 3311 W. Beverly Blvd., Montebello, Calif. Dico, makers of lithographic and offset supplies, has seen constant growth since coming to California in 1957.

FP&MPMA Elects Bartol

George Bartol III, president, C. Howard Hunt Pen Co., was named president of the Fountain Pen & Mechanical Pencil Manufacturers Assn., succeeding Charles K. Lovejoy of Scripto, Inc. Alfred P. Diotte, counsel, Parker Pen Co., is vice president. A hand-engraved scroll of appreciation was presented to Mr. Lovejoy by the membership in recognition of his three years as president.

Ditto Research Appointment

W. A. Raczynski was named vice president-research and development, Ditto, Inc., Chicago. Dr. Raczynski joined Ditto in 1953.

Some Day You May Wish You'd Bought This

NEW

Auto-Shred

Now!

Do your business secrets leak out thru your waste paper baskets? Too often confidential letters, sales and accounting records, engineering data, specifications and business records of many kinds find their way into unauthorized hands—*after someone thought* they'd been destroyed.

This new, compact, lightweight Auto-Shred is designed for your office. Case hardened steel slitters driven by a powerful 1/3 horsepower motor, convert correspondence, ledger sheets, sales reports and other confidential records into 1/4" shreds even slicing thru paper clips and staples. It's quiet—you'll hardly know it's being used. It has an automatic hopper that will take up to 100 sheets of paper at a time and a gravity hand feed for stapled, clipped, pinned or folded papers. It's completely enclosed (positively safe) in a gracefully designed fiberglass case that matches the practical appearance of other office equipment.

Write for catalog giving full information and 10 day free trial offer.

INDUSTRIAL SHREDDER and CUTTER COMPANY

103 Mill Street **Salem, Ohio**

For More Information Circle No. 334

THE BEAUTIFUL DRAPERY FABRIC THAT ISN'T FRAGILE . . .

SARANSPUN

. . . withstands hard wear like no other drapery fabric made!

Examine a Saranspun fabric and you'll be impressed by its soft, linen-like hand and feeling of luxury. But that's only part of the story! Saranspun has properties never before achieved in a drapery fabric. Incredibly tough, it takes scuffing and beating without a sign of abuse. It is permanently flameproof, not affected by temperature and humidity changes and is free from "elevator action". It can be laundered or dry-cleaned according to easy-to-follow instructions. Consult your local sources of supply about Saranspun.

Photo: Directors' Room, Trust Dept. Elliott State Bank, Jacksonville, Ill.

SARANSPUN WOVEN BY: J. P. STEVENS & CO., INC.

SARANSPUN

SARAN FIBERS PRODUCED BY THE FILAMENT AND YARNS DIVISION OF

THE NATIONAL PLASTIC PRODUCTS COMPANY

ODENTON, MARYLAND

80% SARAN TRADE MARK 20% VISCOSE RAYON

MANUFACTURERS OF NEVAMAR DECORATIVE LAMINATES

For More Information Circle No. 221

National Conference & Exhibit Calendar

National Society of Public Accountants, Muehlebach Hotel, Kansas City, Mo., Aug. 22-26.

Assn. for Computing Machinery, Marquette University, Milwaukee, Aug. 23-25.

National Business Forms Associates, Chase Park-Plaza Hotel, St. Louis, Sept. 14-17.

American Society of Women Accountants, Hotel Warwick, Philadelphia, Sept. 22-24.

National Stationery & Office Equipment Assn., Conrad Hilton Hotel, Chicago, Sept. 24-28.

American Institute of Certified Public Accountants, Bellevue-Stratford & Sheridan Hotels, Philadelphia, Sept. 25-28.

National Assn. for Bank Audit, Control & Operation, Statler Hotel, Los Angeles, Oct. 10-12.

National Office Management Assn., Atlanta Biltmore Hotel, Atlanta, Ga., Oct. 10-12.

Systems & Procedures Assn. of America, Commodore Hotel, New York, Oct. 10-14.

American Records Management Assn., Plankinton House, Milwaukee, Oct. 19-22.

Controllers Institute of America, Fairmont Hotel, San Francisco, Oct. 22-26.

National Institute of Governmental Purchasing, Shoreham Hotel, Washington, D. C., Oct. 23-26.

National Business Show, Coliseum, New York, Oct. 24-28.

Office Equipment Manufacturers Exhibits, Memorial Sports Arena, Los Angeles, Nov. 1-4.

Society of Reproduction Engineers, Sheridan Hotel, Chicago, Dec. 3-6.

OFFICE EXHIBITS ABROAD

Life Office Management Assn., Royal York Hotel, Toronto, Canada, Sept. 26-28.

Business Efficiency Exhiibtion, Olympia, London, Oct. 3-12.

Electronic Computer Exhibition, Olympia, London, Oct. 4-12.

International Office Equipment Exhibit, (S.I.C.O.B.), Paris, Oct. 14-23.

The Quik Stripper, Jr.

REMOVES PLATES AND CARDS FROM ADDRESSOGRAPH FRAMES

Strip plates and cards from frames quickly with this handy tool without touching inky plates. Saves finger nails and keeps hands clean. The Quik-Stripper, Jr., works with any kind of frame: small, medium or large—old style or new style—even frames holding stub-section plates.

Don't make plate stripping a chore. Keep your work up to date, from day to day, by equipping each operator with a Quik-Stripper, Jr. Sold on 5-day approval. Send for circular with details. Write Addressing Machine Co. of Calif., 667 Mission St., San Francisco 5, Calif. YUkon 2-2130.

For More Information Circle No. 352

ADVERTISERS

Abbott & Lind 182
Acco Products 169
Acme Visible Records, Inc. 107
Addo-x, Inc. 41
Addressing Machine Co. of California 197
Addressograph-Multigraph Corp. 114, 115
Allen Business Machines, Inc., R. C. 63
Amberg File & Index Co. 194
American Geloso Electronics, Inc. 153
American Stencil Mfg. Co. 193
American Type Founders Co. 147
Ames Supply Co. 193
Associated Plastics Co. 176
Atlas Stencil Files Corp. 144
Avery Label Co. 4

Baltimore Business Forms Co. 88
Beall Mfg. Co. 21
Bendix Computer Division 6, 7
Bevco-Precision Mfg. Co. 188
Bohn Duplicator Co. 130, 131
Bostitch, Inc. 50
Box 860 166
Brown Mfg. Co., W. A. 39
Bruning Co., Charles 159

Caprock Developments 155
Cashere Corp. 193
Challenge Machinery Co. 96
Chesley Industries, Inc. 134
Cincinnati Time Recorder Co. 188
Codex Book Co. 158
Cole Steel Office Machines, Inc. 146
Colson Corp. 166
Columbia Ribbon & Carbon Mfg. Co 40
Comptometer Corp. 173
Copease Corp. 5
Copycat Corp. 145

Dewberry Engraving Co. 182
Dick Co., A. B. 122, 123
Dictaphone Corp. 16, 17
Diehl Calculating Machines, Inc. 66
Ditto, Inc. ..... Inner Back Cover

Eastern Fine Paper & Pulp Division 97
Eastman Kodak Co. 119
Engler Instrument Co. 194
Eureka Specialty Printing Co. 65
Eversafe Co. 176
Exline-Lowdon Co. 191

Faber-Castell Pencil Co., A. W. 172
Facit, Inc. 30
Finch, Pruyn & Co. 133
Flash Filing, Inc. 168
Fletcher Paper Co. 36
Force & Co., Wm. A. 152
Friden, Inc. 20

Gardner Stamp Co. 144
Gates Acoustinet, Inc. 135
General Fireproofing Co. 116
Gevaert Co. of America, Inc. 111
Gilbert Paper Co. 11
Graphic Systems 26

Haloid Xerox Inc. 164
Halverson Products Co. 162
Harding Co., Milo 27
Heller Roberts Mfg. Corp. 90
Heyer Inc. 105
Homs Co., Douglas 158
H-O-N Co. 38
Hush-A-Phone Corp. 155

Industrial Shredder & Cutter Co. 195
Inland Wire Products Co. 89
Inter-Continental Trading Corp. (Olympia) 143
Inter-Continental Trading Corp. (Telefunken) 32
International Business Forms, Inc. 189
International Paper Co. 19
Interstate Metal Products Co. 185

Jardin Associates, Inc. 194

Kenro-Graphics, Inc. 60
Kleen-Stik Products Inc. 190

Lagomarsino-FAI 180
Lassco Products, Inc. 136
Leathercraft, Inc. 163
Lee Products Co. 141
Letterex Corp. 194
Litho Research, Inc. 168

Manpower, Inc. 1
Metal Products Engineering, Inc. 90
Miller-Trojan Co. 134
Minnesota Mining & Mfg. Co. (Dispensers) 12
Minnesota Mining & Mfg. Co. (Double Coated Tape) 161
Minnesota Mining & Mfg. Co. (Dusting Fabric) 43
Minnesota Mining & Mfg. Co. (Microfilm Products) 138, 139, 140
Minnesota Mining & Mfg. Co. (Offset Plates) 84, 85
Minnesota Mining & Mfg. Co. (Thermo-Fax) 95
Monroe Calculating Machine Co. (Accounting Machine) 98
Monroe Calculating Machine Co. (Calculating Machine) 47
Moore Business Forms, Inc. 34, 35

National Cash Register Co. 68
National Plastic Products Co. (Nevamar) 121
National Plastic Products Co. (Saranspun) 196
Nekoosa-Edwards Paper Co. 148 149 150, 151
Nippo Machine Industry Co., Ltd 182
Nu Arc Co. (Arc Lamp) 64
Nu Arc Co. (Flip-Top) 22

Office Products, Inc. 44
Old Town Corp. 186
Olivetti Corp. of America 000
Olympia Typewriters 143
Ozalid Div., General Aniline & Film Corp. 24

Paige Co. 112
Palson Mfg. Co. 155
Parsons Paper Co. 160
Paterson Parchment Paper Co. 59
Peerless Photo Products, Inc. 170
Photorapid Corp. 101
Photostat Corp. 175
Pitney-Bowes, Inc. (Mail Inserter) 92, 93
Pitney-Bowes, Inc. (Mail Opener) 154
Pitney-Bowes, Inc. (Mailing Scales) 33
Plastic Binding Corp. 113
Precision Mfg. Co. 188
Print-O-Matic Co. 155
Pronto File Corp. 156

Rapid Roller Co. 108
Record Files, Inc. 67
Regna Cash Registers, Inc. 45
Reynolds & Reynolds Co. 2
Ring A.S., Gustav A. 62
Rite-Line Corp. 191
Roberts Rubber Co., Weldon 86
Rogersnap Business Forms 174
Ross-Martin Co. 31
Royal McBee Corp. (Data Processing Div.) 48, 49
Royal McBee Corp. (Typewriters) ..... Outer Back Cover

Saunders Mfg. Co. 189
Scott-Rice Co. 26
Scotty Engineering Co. 176
Scriptomatic, Inc. 87
Sengbusch Self-Closing Inkstand Co. 162
Sheppard Div., C. E. 165
Shredmaster Corp. 42
Smead Mfg. Co. 25
Smith-Corona Marchant, Inc. ..... Inner Front Cover
Sortkwik 141
Spear Engineering Co. 31
Speed-O-Print Corp. 46
Stacor Equipment Co. 141
Standard Instrument Corp. 183
Standard Pressed Steel Co.
Columbia-Hallowell Division 110
Stationers Loose Leaf Co. 157
Stein Bros. Mfg. Co. (Stebco) 37
Stevenson & Smith, Inc. 176
Swift Business Machines Corp. 182

Tab Products Co. 23
Teletype Corp. 28, 29
Thomas Collators, Inc. 8
Thomas Collators, Inc. (Gatherette) 179
Torpedo Buromaschinen Werke A.G. 177
Traveletter Corp. 61
Typewriter Sundries Co. 191

Underwood Corp. 137

VariTyper Corp. 167
Versatile Tool Co. 110
Victor Adding Machine Co. 91
Virginia Panel Corp. 104
Visirecord, Inc. 193

Wassell Organization, Inc. 142
Williams Co., Harvey 191

Yawman & Erbe Mfg. Co. 165

FILE YOUR COPIES OF *The Office*

IN HANDY VOLUME FILES

This durable and attractive file in rich maroon and gray with 16-carat gold lettering, looks and feels like leather and is washable. No irritating wires to handle. Any copy may be removed. Each file holds one volume (six months) of THE OFFICE with the volume index in the last copy (June and December); two files hold an entire year's issues. Files are reusable. Unconditionally guaranteed. Postpaid in U.S.

1 File (for six months' issues) $2.50; 2 Files (for a year's issues) $5.00; 3 Files for $7.00; 6 Files for $13.00.

Jesse Jones Box Corporation, P. O. Box 5120, Philadelphia 41, Penna.

Please send me, postpaid, ...files. I enclose ..... Bill Me ☐

Name .....State .....

Address .....City .....

As We See It...

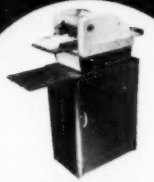
In line with the general trend toward automation, the use of vending machines in the office is becoming increasingly widespread. The first automatic vendor appeared in Boston in 1892 and dispensed postage stamps. It was quickly followed in other American cities by vendors dispensing a variety of items. As the idea caught on, these units began appearing almost everywhere that people got together, to cater to every need from refreshment to entertainment. Some pundits have it that we will shorty be able to obtain everything from vending machines, even divorces. Already the application of these machines has been widened to include the selling of insurance, all kinds of tickets and other largely clerical operations.

Quite a long time passed before vendors were brought into the office, and even then they were frowned on by management. Subsequently, time and motion studies brought about a change in management's attitude when it was shown that the machines could save thousands of manhours every week. First introduced to help ameliorate the coffee break problem, vendors are now dispensing entire meals and are particularly advantageous for employees in medium-sized and small firms in suburban locations. Thanks to advances made in incorporating the essential nutrients in foods and beverages dispensed in this manner, these meals are often as nourishing as those served in a restaurant or at home. Possibly the time is not far off when, besides refreshments, the office employee will be able to obtain everything from a theater ticket to a bank loan without stepping outside his office.

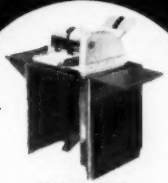
MODEL D-20
Budget-priced, hand-operated.

MODEL D-21
New, low-priced electric.

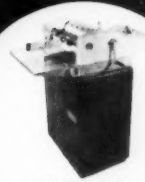
MODEL D-30
All-purpose, hand-operated.



MODEL D-31
Automatic, electric, low-priced.

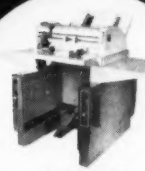


MODEL D-35
9-inch, electric, seated model.



MODEL D-60
Hand-operated, heavy-duty, 18-inch.

MODEL D-70
Electric, 14- or 18-inch size.



MODEL D-75
14- or 18-inch, electric, seated model.

Ditto®

manufactures the most complete line of direct process (spirit) duplicators in the world.

DITTO, INC.—6868 McCormick Road—Chicago 45, Illinois

For More Information Circle No. 248

precision engineered to pay off right here

. . . right where the type bar touches the paper. That's where this new Royal Electric pays off. It pays you with writing so fine it looks cleanly, clearly *different* from the work of other electric typewriters. For the brand new parts of this machine make possible: **1** a more clearly etched letter than ever; **2** a more uniform inking than ever; **3** a more accurate positioning of words and letters than ever. The result is better writing than ever. And easier writing, too. For this typewriter takes electricity and makes it do more for the secretary than any typewriter ever did before. Call your Royal Representative.

ROYAL®

NOW THE NEW ROYAL ELECTRIC

A PRODUCT OF ROYAL MCBEE CORPORATION • WORLD'S LARGEST MANUFACTURER OF TYPEWRITERS

For More Information Circle No. 226